**Curriculum Vitae**

**Write your name: Mandy Makweni**

**Short intro to who you are**

**• Personal details**

Surname : Makweni

First names : Mandy

Gender : Female

Identity number : 9709160517089

Drivers License : none

Postal and Residential address : 5283 Enoch Sontonga Street

Daytime Telephone number : none

Cellular number : 0624324798

E-mail address : mandymakweni1@gmail.com

Home language : IsiXhosa

Other language Proficiency : English

**• Academic details**

**• Tertiary Education**

(Start with the current qualification or field of study)

Institution : CodeSpace

Course : Front end web development

Current Year : 2017

Coding languages : HTML, CSS,

JavaScript, jQuery, NodeJS and front end frameworks.

**• Secondary Education**

School : Zisukhanyo S.S.S

Year : 2015

Qualification : Grade 12

**• Extra curricula activities**

**• Work Experience**

Name of Organisation : Ikamva Sports & Performing Arts Initiatives

Position : Secretary

Duration of service : 2015-2017

Duties/Responsibilities : Writing meeting minutes and organisation letters for sponsorship and donation etc. and organising meetings.

(NB! Focus on Skills, abilities, knowledge, and attributes when explaining responsibilities)

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**• Transferable Skills**

• Computer skills and knowledge

I have a good working knowledge of the following:

Tech Skills

• Basics in HTML

• Basics in CSS

• Basics in Jquery

• Basics in Javascript

• Basics in Wordpress

• Basics in Terminal

• Basics in MYSQL Database

• Basics in Mongo DB

• Information & Technology End-User

• Communication Skills

E.g.

• Verbal skills: my ability to communicate well with different people on the phone and face to face at a working environment and at tertiary level has enabled me acquire this skill.

• Writing skills: writing memorandums and letters at a working environment and assignments at tertiary environment have enabled me to obtain this skill.

• Interpersonal skills; my ability to speak, write and present myself fluently and immaculately has enabled me to have good interpersonal relations with different people.

• Leadership skills: I am currently the Chairperson of the Positive Talk Club of Tshwane University of Technology.

I was the leader of the student representative committee for the Human Resources Management programme at Tshwane University of Technology in 2007.

**• Achievements**:

**• Attributes** ; My hard working ,organised, dependable, sociable, openness, and highly motivated qualities are attributes to my ability to associate well with people of different cultures, beliefs, and personalities.

SKILLS

• Information & Technology

• Secretary

• Facilitation

• Cricket

CAREER OBJECTIVE

To establish myself within “a” dynamic environment where I can work in a team.

To enter in the environment that is productive and positive it’s inspiring and it makes one think of self growth.

To be able to continue developing my skills and improve my performance in the workplace.

**PERSONALITY**

I am responsible, hard worker, trustworthy and self-disciplined. I enjoy challenges and extremely passionate about task given. I am always eager to learn more.

HOBBIES & INTEREST

• Cricket

• Reading books on various subjects

• Coding - https://mandymshy.github.io/profile/, https://mandymakweni.github.io/App/.

**• References / Testimonial**

**REFERENCES**

Academy

Currently

Institution : CodeSpace

Course : Front end web development

Current Year : 2017

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**Programming Self taught Institution**

Organisation : Quirky30

Contact Number : Sihle Tshabalala

Contact Number : 074 3753 767

Position : CEO

Year : 01/02/2017 - 20/09/2017

Voluntary Work

Currently

Organisation : Ikamva Spots & Performing Art initiative

Position : Executive Secretary

Contact Name : Lusindiso Malilwana

Contact Number : 0826748229

Organisation : Youth Desk

Position : Secretary

Contact Name : Sergeant Mxasa

Contact Number : 0761459810

Year : 2016

Organisation : Amandla Development

Position : Data Collector

Contact Name : Mthuthuzeli Qambela

Contact Number : 0833618642

Year : 2016

Cricket Player

Currently

Organisation : Samora Machel Women’s Cricket Club

Positions : Secretary

Contact Person : Chairperson ( Aphiwe Mxabanisi)

Contact Number : 0748171024