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| |  |  | | --- | --- | | **ABOUT ME** | | | I am productive in both team-based and self-managed projects, articulation, communication and formal presentations. My goal is to up-skill and maintain up-to-date industry knowledge and IT skills. | | |  | | | **PERSONAL DETAILS** | | | **Name:** | Thatohatsi Marcia | | **Surname:** | Tsoho | | **Date of birth:** | 09th February 1995 | | **Residential Area:** | 16 Qhude Crescent  Joe Slovo park  Milnerton  7441 | |  |  | | **Languages:** | English | |  | Sesotho | |  | IsiXhosa | |  |  | | **ONLINE PRESENCE** | | | **LinkedIn:** | <https://www.linkedin.com/in/thatohatsi-tsoho-407505196/> | | **KEY SKILLS** | | | HTML and CSS | Microsoft Office | | JavaScript | Communication skills | | Python | Problem-solving | |  |  | | **ACHIEVEMENTS** | | | Team leader | | | Meridian committee member  Induction organizer | | |  | | | **INTERESTS AND HOBBIES** | | | Cooking | Internet | | Music | Movies |   **CONTACT INFO**   marciatsoho@gmail.com  0638796870 / 0682456982 | |  |  |  | | --- | --- | --- | |  | **EDUCATION & TRAINING** | | |  | **High School:** | Lehana Senior Secondary School | |  | **Year Matriculated:** | 2014 | |  |  |  | |  |  |  | |  | **Institution:** | Ikhala TVET | |  | **Qualification:** | N4 Certificate HR Management | |  | **Year:** | 2015 | |  |  |  | |  | **College/University:** | West Coast College | |  | **Qualification:** | N6 Certificate Management Assistant | |  | **Year:** | 2017 | |  |  |  | |  |  |  | |  | **WORK EXPERIENCE** | | |  | **Employer:** | Ciki Graceland Cafe | |  | **Position:** | Office Administrator | |  | **Duration:** | 6 months (Mar 2020-Aug 2020) | |  | **Manager:** | Cikizwa Galela  065 205 1482 | |  |  | | |  | **Employer:** | |  | | --- | | CapaCiti | | |  | **Position:** | Software Developer Intern | |  | **Duration:** | |  | | --- | | 6 months (Sep 2019-Feb 2020) | | |  | **Manager:** | Therza Dimons  021 003 7579 | |  | |  | |  | |  | | --- | | **Employer:** West Coast College | | **Position:** Candidate Tutor | | **Duration:** 6 months (Jan 2017-Jun 2017) | | **Manager:** Mrs N Stemele  061 045 5677 | |  | |  | |  | |  | | | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  | | |



**Thatohatsi Marcia Tsoho**

**TECHNICAL DEVELOPMENT**

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| |  |  |  | | --- | --- | --- | | |  | | --- | | **JavaScript** | | * Comments; Variables; Operators,   Assignments, Strings; Arrays, Functions,  Booleans & Conditionals   * JavaScript APIs, Forms, Events, Dynamic   Techniques, Slideshows etc   * Program Flowcharts, Loops, Decision   Structures, Website and Search Engine  Optimization, Game Development and  Implementation  **Python Pandas**   * Introduction of Python Pandas, Python   Pandas Library and DataFrames   * Pandas Time Series * Matplotlib Axes * MSQL Database Access * Github, Creating repository, branches and   merging in Github   * Mongo Database, Mongo Database with AWS |   **HTML5 & CSS3** | | * Build a social media management system for a client * Business and Technical Report Writing * Explore 4-page layout techniques and 8 content layout techniques   **Fundamentals of Python:**   * The functions of Python, Invoking the Interpreter,   The interactive mode of the Python interpreter,  Using Python as a calculator, Control Flow,  Modules, Data Structures, Errors and Exceptions,  Classes,   * Inheritance and Private Variables, Iterators and * Generators, Date and Time, Data Compression, * Logging and Manning etc * Numpy, Linear Algebra, Plotting graphs with * Numpy and Trigonometric functions * SQL, MySQL, MongoDB with AWS, ARNS | |

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| **MENTOR TESTIMONIAL** |
| Thatohatsi plans and carries out her group activities clearly. She encourages other members of her group to work systematically. |
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**PROFESSIONAL DEVELOPMENT**

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| **Competency**: Communication | |
| Content | Outcome |
| * Defining and describing communication | * Aware of how to communicate impactfully and understanding barriers in communication and overcoming those |
| * Distinguish between verbal and non-verbal communication | * Effective in communicating difference effectively and understanding verbal and non-verbal communication |
| * Benefits of being a good listener at the workplace | * Able to actively listen and paraphrase |
| **Competency**: Goal Setting | |
| Content | Outcome |
| * Goal setting using SMART module | * Able to use goal setting and tracking methodology |
| * Why goal setting and SMART goals | * Equipped to set reality-based aims |
| * Process a practice of goal setting | * See connection between course material and future goals |
| **Competency**: Work Ready | |
| Content | Outcome |
| * Scorecard and Performance Management | * Experience of public accountability for performance |
| * Keys to workplace success * Work ethic | * Able to identify 5 key social skills for workplace success * Aware of the importance of developing a strong work ethic |
| **Competency**: Self-Awareness | |
| Content | Outcome |
| * Self-reflecting audit of strengths and weaknesses | * Aware of own development areas and strengths to build on |
| * EQ and Self-Control * Understanding and processing self-awareness | * Aware of one’s own inner state * Explore personal attributes, likes and dislikes |
| **Competency**: Interview Fit | |
| Content | Outcome |
| * Introduction to Interviews - highlight purpose, misconceptions and fears | * Experience in interview realities |
| * Job search and networking skills | * Conducting own job searches |
| * Interview practice / role plays | * More confident managing stressors and interview questions |
| * Three step process of a job interview | * Understanding the dynamics of the interview process |
|  | |
| **MANAGEMENT TESTIMONIAL** | |
| Thatohatsi is pleasant to be around. She has a vibrant attitude.  She expresses her ideas clearly.  Her attendance and punctuality are good. As a team leader she had developed her leadership skills well over the duration of the programme.  Her ability to express ideas and share general information with her group has broadened her communication skills.  She had worked well in the job ready sessions and demonstrated a good level of emotional intelligence that is required in the world of work. She holds an outstanding attendance and punctuality record. | |