

# Patience Makhananisa

Junior Tech Support | Web Development | Data & Systems Support

Johannesburg, South Africa

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Portfolio: <https://patiencemakhananisa.netlify.app>

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## Professional Summary

Entry-level tech professional with hands-on experience in web development, data handling, and administrative systems support. Skilled in HTML, CSS, JavaScript fundamentals, Excel, and digital tools. Passionate about building practical solutions, learning continuously, and supporting teams through reliable technical and data-driven assistance.

## Technical Skills

- HTML5
- JavaScript (Basics)
- Excel (Data Entry & Formulas)
- Data Capture & Validation
- GitHub (Beginner)
- CSS3
- Responsive Web Design
- Google Sheets
- Basic Troubleshooting
- SPCK / Acode Editors

## Projects

### Personal Portfolio Website

- Built a responsive single-page website using HTML and CSS
- Structured sections for skills, projects, and contact details
- Focused on clean layout and accessibility

### Practice Web Apps & Exercises

- Completed coding exercises using JavaScript fundamentals
- Practiced DOM manipulation and basic interactivity

## Experience (Relevant)

### Administrative & Data Support Assistant

Department of Water Services | 2023 – 2024

- Captured, verified, and maintained departmental data records
- Assisted with internal reporting and performance tracking
- Managed digital filing systems and document organization
- Supported daily office operations using digital tools

## Certificates & Learning

- Programming Essentials in Python - Cisco NetAcad
- Web Development - FNB App Academy
- Programming Essentials in HTML - Cisco NetAcad
- Programming Essentials in JavaScript - Cisco NetAcad
- Programming Essentials in CSS - Cisco NetAcad
- Microsoft Excel Basics - EduCourse

## **Additional Information**

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- Comfortable working on tablet-based development environments
- Strong attention to detail and structured problem-solving
- Open to internships, learnerships, and junior tech roles