

C.V Of Jonathan Peters

Contact Information

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Personal Summary

I am a results-driven professional with a strong background in administration and front-end web development. Skilled in streamlining office operations, coordinating projects, and enhancing team productivity. Proficient in HTML, CSS, JavaScript, and modern frameworks like React, with a keen eye for responsive design and user experience. Adept at balancing technical and organizational tasks, delivering efficient solutions in fast-paced environments.

Skills

- Time management
- Communication
- Problem-solving
- Attention to detail
- Adaptability
- HTML, CSS, JavaScript
- React, Bootstrap
- WordPress, Webflow, Netlify, Vercel
- Figma, Canva, Coreldraw, Illustrator, Vista Create
- Gitlab & GitHub version control
- Microsoft Office, Google Workspace
- Hubspot, Semrush, Hotjar

Employment History

Administrator & Front-End Web Developer

Digital Divide Records (Pty) Ltd | 07/2022 – 01/2025

- Managed day-to-day administrative operations including scheduling, email correspondence, and documentation.
- Social media management: schedule posts, create paid ads on Facebook, LinkedIn, generate reports
- Audio mixing & mastering
- Designed and developed responsive front-end interfaces using HTML, CSS, JavaScript, and React, WordPress, Webflow, Netlify & Vercel
- Maintained internal websites and dashboards, ensuring data accuracy and UI consistency.
- Balanced administrative responsibilities with development tasks in a fast-paced environment.

- Graphic design: created cover art for artists' releases, using canva, coreldraw, Illustrator, vista create & other graphic design tools

Field Interviewer

Kantar Market Research Surveys | 04/2015 – 02/2020

- Conducted in-person interviews across diverse neighborhoods, ensuring accurate data collection and confidentiality.
- Built rapport with respondents to encourage honest feedback under challenging conditions.
- Managed daily travel and scheduling to meet interview quotas and deadlines.
- Entered and reviewed survey data, checking for errors before submission.
- Reported field challenges and insights to team leads, improving engagement strategies.

Financial Advisor

Metropolitan | 03/2014 – 06/2015

- Built and managed a client portfolio, tailoring financial strategies to individual goals and risk profiles.
- Conducted in-depth assessments and presented comprehensive investment, retirement, and insurance plans.
- Maintained client relationships through proactive check-ins and market updates.
- Collaborated with legal and tax professionals for holistic financial guidance.
- Exceeded quarterly targets for new client acquisition and asset growth.

Debt Collections

OVAG International | 04/2014 – 01/2015

- Handled high-volume calls to recover past-due accounts with professionalism and empathy.
- Negotiated payment plans compliant with company policies and legal standards.
- Documented customer interactions and payment arrangements accurately.
- Coordinated with legal and compliance teams on unresolved cases.

Administration Assistant

PG Bison | 09/2013 – 12/2013

- Managed office operations, including scheduling, correspondence, and filing systems.
- Supported senior staff with accurate, timely task completion.
- Drafted emails, reports, and memos for internal and external communications.
- Handled procurement of supplies and vendor relationships.
- Maintained confidentiality with sensitive documents.

Part-time Crew Member

McDonald's | 02/2010 – 08/2011

- Delivered fast, friendly customer service in a high-pace environment.
- Maintained cleanliness and organization of workstations and dining areas.
- Operated registers and processed payments accurately.

- Collaborated with team members during peak hours.
- Adhered to health and safety standards.

Wireman

RMD Electrical CC | 01/2011 – 07/2011

- Installed and terminated electrical wiring for residential, commercial, and industrial projects.
- Interpreted blueprints and technical diagrams for precise wire routing.
- Coordinated with electricians and contractors to meet project deadlines.
- Performed routine maintenance and troubleshooting on existing systems.
- Followed strict safety protocols on job sites.

Administration Assistant

Nedbank | 06/2008 – 03/2009

- Provided daily administrative support to senior managers and teams.
- Managed calendars, travel arrangements, and logistics.
- Maintained and updated records with a focus on accuracy.
- Prepared reports, presentations, and internal communications.
- Served as a key contact for stakeholders.

Administration & Call Centre Consultant

Standard Bank | 02/2007 – 05/2008

- Handled high-volume calls, resolving client inquiries and complaints.
- Managed customer records through data entry and document preparation.
- Collaborated with departments for issue resolution and service improvement.
- Trained and mentored new staff on procedures and CRM systems.
- Balanced call duties with administrative support tasks

Claims Administrator

Liberty | 05/2006 – 02/2007

- Processed and reviewed insurance claims with 98% accuracy.
- Coordinated with clients, providers, and adjusters to resolve discrepancies.
- Maintained claim files for audits and efficient resolution.
- Used claims management software to track statuses.
- Communicated timely updates to policyholders.

Administration Assistant

Old Mutual | 04/2005 – 04/2006

- Oversaw daily office operations, scheduling, and administrative support.
- Organized confidential records, improving retrieval efficiency by 40%.
- Coordinated meetings, agendas, and minutes.
- Managed inventory and procurement of supplies, reducing costs.
- Supported HR functions including onboarding and timesheet processing.

Education

- Matric, Eldorado Park Secondary School | 01/2003
 - English (HG – C), Afrikaans (HG – B), Mathematics (SG – C), Science (SG – E), Geography (SG – D), Biology (SG – C)
- National Certificate in Financial Services, Old Mutual & Intec College | Amathuba Learnership
- Web Design & Development (HTML, CSS & JavaScript) courses (Certificates available upon request)

References

- Geraldine Kaptein | 078 158 0429
- Dirk Mostert | dmostert@metropolitan.co.za
- Jennifer Manuel | jmanuel@pgbison.co.za | 044 801 7009
- Zenobia Van Heerden | zenobia@ovag.co.za
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My Portfolio Website

- <https://qms85.github.io/MyPortfolio/>