

# EDWARD TIYANI SHIVITI

## Information Technology graduate

### CONTACT

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### SKILLS | COMPETENCIES

#### Technical Skills

- Proficient in **Microsoft Office Suite** (Excel, Word, PowerPoint), **Zoom**, and **Teams**.
- Experienced with **NetBeans**, **Visual Studio Code**, **MySQL**, **Cisco Platforms (Networks)**, and **Visual Basic Studio**.
- Skilled in programming languages: **VB.NET**, **Java**, **PHP**, **HTML**, **CSS**, **Python**, and **MySQL**.

#### Soft Skills

- Strong **analytical and problem-solving** abilities with a focus on accuracy and attention to detail.
- Excellent **verbal and written communication** skills for effective collaboration and documentation.
- Proven **teamwork** and **leadership** capabilities with a strong work ethic.

### ACHIEVEMENTS | CERTIFICATION

- Legal Educational and Transformation Officer.
- Digital skills user experience (UI Design) certificate.
- Cisco Networks 1 Certificate.
- Cisco IT Essentials Certificate.
- Microsoft Digital Literacy-VUT certificate.

### SUMMARY

Information Technology graduate with expertise in Web Development, Programming, and System Software. Gained practical experience through hands on projects, including AI Automation, developing and software debugging, and creating websites, through collaboration with MB Gurus, have skills in configuring computer network, troubleshooting and problem-solving. Passionate in applying technical knowledge, creativity, with a proactive mindset to contribute effectively to an IT role.

### EDUCATION

#### Diploma in Information Technology

##### Vaal University of Technology | Graduated 2024

- Specialized in Web & Software Development, Programming, Business Analysis, and IT Systems. Gained hands-on experience in coding, system analysis, and IT law compliance.
- Executed full-cycle web development and network troubleshooting, demonstrating strong problem-solving and technical skills.

##### National Senior Certificate, Rivubye high school | (2021)

- High School Class Representative

### EXPERIENCE

#### Freelance Experience

##### Founder & Graphic Designer

##### Mahumane Creatives | November 2022 – Present

- Established and manage a freelance graphic design business, delivering high-quality visual solutions including logos, marketing materials, and digital assets.
- Collaborate with clients to understand branding needs, utilizing Adobe Creative Suite (Photoshop, Illustrator, InDesign, Figma) and Canva to create professional designs.

#### Membership and Organizations

##### Head of Advisory

##### VUTZCCSF, | 2025 – Present

- Leading advisory services, providing strategic guidance and support to stakeholders. Collaborating with cross-functional teams to ensure alignment with organizational goals.

##### Legal Officer

##### VUTZCCSF | 2023 – 2024

- Served as a legal officer, providing expert legal counsel and ensuring compliance with regulations.
- Advised on legal matters to support decision-making and mitigate risks.

### REFERENCES

- **Mr Takalani Phathela**, ZCCSF chairperson, GPCE +27 66 043 7600
- **Mrs Maswanganye TJ**, Principal, Rivubye High school +2715 976 2166