

# THATO MOATSHE

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## EXECUTIVE SUMMARY

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I am a Development Studies graduate, with a strong foundation in project management, strategic planning and research methodology. I am skilled in front-end and back-end development, and experienced in building web applications using Python, JavaScript, and HTML/CSS. I am an experienced administrative assistant, with a strong attention to detail. I enjoy solving complex problems, debugging and writing clean code. I am passionate about developing tech-driven solutions. I bring an analytical, solution-oriented approach and am eager to add value to organisations while continuing to learn, grow, and take initiative in advancing my expertise.

## SOFT SKILLS

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- Collaborative Teamwork
- Effective Communication Skills
- Effective Problem Solving
- Leadership Skills
- Project Management (Traditional Methodology)

## TECHNICAL SKILLS

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- Administrative Coordination
- Full Stack Web Development (HTML5; CSS; JavaScript; Python; Django)
- Proficient in Microsoft Office Suite
- Research Methodology and Data Analysis

## EDUCATION

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**University of Pretoria** 2025 – 2025

Bachelor of Social Science Honours (Development Studies)

**University of Limpopo** 2022 – 2024

Bachelor of Development in Planning and Management

**FNB App Academy** 2025 – 2025

Full Stack Web Development

**John Orr Technical High School** 2020

National Senior Certificate

## **WORK EXPERIENCE**

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### **Limpopo Province Department of Education**

Administrative Assistant

**2024-2024**

1 December 2024 – 12 December 2024

- Managed inventory control, accurately recording the usage of supplies, and ensuring the smooth flow of material.
- Utilized digital tools to capture and maintain accurate records of student marks, and ensured they were correctly entered into the marking system.
- Tracked and reported discrepancies in marks and issues with the marking process.
- Prepared and maintained marking sheets, reports, and other documentation required for the marking process.
- Collaborated with team members to maintain quality and accuracy in data handling under tight timelines.

## **REFERENCES**

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### **University of Limpopo**

Head of Department and Senior Lecturer

Dr. N Mokoele

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### **University of Pretoria**

Lecturer

Dr. M. Wegerif

Cell: 012 420 5386 / 076 373 4115

Email: [marc.wegerif@up.ac.za](mailto:marc.wegerif@up.ac.za)

### **Limpopo Province Department of Education**

Center Manager

Mr. T.W Ramugondo

Cell: 071 353 1786

