

# 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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<b>University of Pretoria</b> Bachelor of Social Science Honours (Development Studies)	<b>2025 – 2025</b>
<b>University of Limpopo</b> Bachelor of Development in Planning and Management	<b>2022 – 2024</b>
<b>FNB App Academy</b> Full Stack Web Development	<b>2025 – 2025</b>
<b>John Orr Technical High School</b> National Senior Certificate	<b>2020</b>

## 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

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### Limpopo Province Department of Education

Center Manager

Mr. T.W Ramugondo

Cell: 071 353 1786

