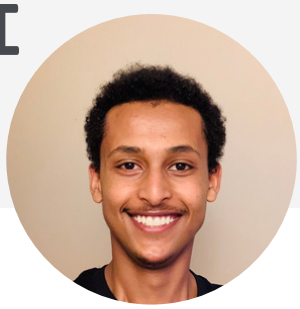
JOTE TOLESA SHAGI

WEB DEVELOPER / PROJECT MANAGER



+251 9452152

Joteshagi@gmail.com

PROFILE

Reliable and adaptable professional with experience in office coordination, investor relations, and web development. Skilled in managing daily operations, maintaining clear communication, and using digital tools to support smooth business processes. Brings a mix of organizational and technical skills to dynamic, fast-moving environments.

SKILLS

- Front-end Web Design
- Operations & Office Management
- Dispatch & Workforce Coordination
- Communication & Client Relations
- Photography/Editing
- Microsoft Excel/Access/PPT
- Project Management Tools
- Project Organization & Reporting

EXPERIENCE

OPERATIONS AND COMMUNICATIONS ASSISTANT

Zumbara Mining plc, Addis Ababa, Ethiopia 2023-2025

- Support business operations for an investment consultancy specializing in Ethiopia's mining sector.
- Draft, edit, and compile investor pitch materials and project proposals for prospective clients.
- Coordinate communication between consultants, investors, and regulatory offices to ensure timely responses and clear documentation.
- Maintain organized digital records and contribute to presentation materials used in client meetings.

WEB DEVELOPER / CREATIVE PROJECT MANAGER

Freelance, Addis Ababa, Ethiopia 2023 - Present

- Designed and developed websites and portfolios for visual artists and small businesses using Bootstrap.
- Guided visual artists in refining their portfolios, applying for grants, and preparing exhibition materials.
- Managed client communication, scheduling, and deliverables to ensure smooth project completion.
- Wrote and edited engaging content optimized for SEO to enhance online visibility.
- Provided visual support through photography, layout design, and digital editing.

OFFICE MANAGER

Trades Labour Corporation, Calgary, Alberta, Canada
2021 - 2022

- Oversaw day-to-day office operations for a labour sourcing company.
- Coordinated communication between job sites, field workers, and management.
- Managed scheduling, documentation, and payroll support tasks.
- Advanced from front desk to management through reliability and strong organizational skills.

EDUCATION

St. Joseph Highschool

2014 - 2018

-3.5 GPA
-1410/1600 SAT
-554/700 Ethiopian Entrance Exam
-118/120 TOEFl

Addis Ababa University

2019-2021

-Computer Science Department
-3.2 GPA until withdrawal in 2021.

CONTENT WRITER

Quinnstar Productions, Calgary, Alberta, Canada

2021

- Created, revised, and posted diverse content on multiple blog pages.
- Produced up to 5 articles daily.
- Managed SEO and enhanced the visibility of blog pages to increase traffic and interaction.

WEB DEVELOPMENT AND COPYWRITING

Belcash Technologies, Addis Ababa, Ethiopia

2019

- Employed licensed company software for website development, SEO, and link-building.
- Created, revised, and posted website content.
- Engaged in direct communication with clients to grasp their needs.