

Tashenica Shantica TULLEY



ABOUT ME

I am a proactive, organized and responsible person, with good interpersonal relationships. I stand out for good teamwork, quick decision-making and good pressure management. I am looking for a challenging position to keep learning. .

CONTACT



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14 Gloriosa Close, Protea Park, Atlantis, 7349

EDUCATION

• IT Varsity

National Certification in System Development

2022

• Edunova

Yes4Youth Program

2022

• HTS Proteus Secondary

High school graduate

2017

WORK EXPERIENCE

Information Technology Enabler

Edunova

- April 2021 - March 2022
- June 2022 - May 2024

- **Led initiatives** to drive technological advancements within the educational institution, seamlessly integrating technology into the curriculum to enrich the learning experience.
- **Managed administrative tasks** such as filing, data entry, and document management, optimizing organizational efficiency.
- **Collaborated** closely with educators to design and deploy technology-driven teaching methods, elevating student engagement and academic outcomes.
- **Facilitated and oversaw** various classroom programs, ensuring effective implementation and management.
- **Coordinated** schedules and appointments for teams and organizations, maintaining streamlined operations and maximizing productivity.

Educational Assistant

Protea Park Primary School

April 2022 - June 2022

- **Classroom Management:** Assist in managing classroom dynamics, including organizing materials, preparing instructional aids, and implementing behavior management strategies to promote a conducive learning atmosphere.
- **Student Support:** Provide one-on-one or small group assistance to students, reinforcing lessons, helping with assignments, and offering encouragement to foster academic growth and confidence.
- **Patience and Empathy:** Demonstrate patience and empathy when working with students who require additional support or have diverse learning needs, creating a nurturing and inclusive environment where all students feel valued and supported.
- **Effective Communication:** Communicate effectively with teachers, parents, and students, fostering open lines of communication to address concerns, share progress, and collaborate on student development goals.

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TRAINING

- Computer Fundamentals
- Microsoft Digital Literacy
- Coding (HTML, Scratch, JavaScript)
- Microsoft Technology Associate Windows Operating System
- Microsoft Word Intermediate Training
- Microsoft Excel Intermediate Training
- Microsoft PowerPoint Training
- CompTIA F+ Training
- LinkedIn Project Management
- Project Management
- App Development

SKILLS

- Teamwork
- Leadership
- Problem-Solving
- Adaptability
- Interpersonal
- Emotional Intelligence
- Technical Proficiency
- Project Management
- Decision Making
- Administrative Efficiency
- Proficient Communication
- Program Proficiency

WORK EXPERIENCE

Monitoring Operator

National Security and fire
November 2019 - December 2020

- **Surveillance Systems Management:** Proficient in operating and monitoring surveillance equipment such as CCTV cameras, alarm systems, and access control systems to detect and respond to security threats promptly.
- **Emergency Response Protocol:** Knowledgeable in emergency response procedures and protocols, able to react swiftly and effectively to incidents, including contacting emergency services and implementing predefined action plans.
- **Attention to Detail:** Possess a keen eye for detail to accurately monitor multiple screens and detect unusual or suspicious activities, enabling proactive intervention to prevent security breaches.
- **Stress Management:** Demonstrate the ability to remain calm and composed under pressure, maintaining focus and making sound decisions during high-stress situations to ensure the safety and security of the monitored premises.

REFERENCES

1. Edunova

- Regional Manager: Lionel Blooms
0736574155 / 0866310796
- Regional Manager: Louwincan Jooste
0817892281

2. Protea Park Primary School

- Supervisor: Mable Mouton
0713373153

3. National Security and Fire

- Operational Manager: Luthando Makoholiso
0817221931