



# Chili D. Perkes

## Profile

### DETAILS

Johannesburg, South Africa  
+27 79 374 2665  
chili.kier@gmail.com

### LINKS

[LinkedIn](#)

### SKILLS

Strong Communication Skills  
Collaboration & Teamwork  
Social Media Management  
Layout & Design  
Adobe InDesign  
Google Suite  
Keynote  
Writing & Editing  
Management

### HOBBIES

Gym  
Music  
Running  
Photography  
Hiking  
Content Creation  
Makeup

I am a dedicated, organized professional with a strong sense of fairness and integrity, making me well-suited for both administrative and managerial roles. Beyond my project management and administrative expertise, I excel in building positive relationships and fostering a collaborative work environment. My personable nature and ability to connect with people help me thrive in social settings and make me an approachable and effective team member.

I am highly skilled at balancing professional responsibilities with interpersonal dynamics, ensuring that both tasks and relationships are managed with care. While I prioritize planning and preparedness, I also value adaptability and spontaneity as essential components in any administrative role.

With a background in Industrial Psychology, Anthropology, and Journalism, I bring a comprehensive understanding of workplace dynamics and communication strategies. My blend of humility, humor, and a strong drive for self-improvement ensures I continuously contribute positively to teams and rise to any challenges I encounter.

## Employment History

### Document Manager | Mathematics Textbook Project

Aug 2024 — Present

#### Overview:

As a Document Manager, I am responsible for the successful facilitation of the writing and delivery process of a Mathematics textbook tailored for primary school children. My role demands precision, excellent organizational skills, and effective communication across multiple teams to ensure the timely and efficient production of high-quality educational materials.

#### Key Responsibilities:

- **Project Management & Coordination:**
  - Establish and manage clear timelines and deadlines for textbook development and delivery.
  - Coordinate and track progress across multiple teams, ensuring that each stage of the project is completed on schedule.
  - Liaise with authors, illustrators, editors, and designers to ensure all tasks are aligned with project goals.
  - Assign and delegate specific tasks to team members based on expertise and workload.

- **Document Organization & Tracking:**

- Develop and maintain structured systems for organizing and tracking the flow of documents throughout the entire project lifecycle.
- Upload and store all documents in a neat, consistent manner using cloud storage tools like Google Drive to maintain version control.
- Ensure all deliverables meet deadlines without compromising quality or accuracy.

- **Editing & Proofreading:**

- Perform thorough editing and proofreading of textbook content, focusing on clarity, consistency, and adherence to curriculum guidelines.
- Collaborate with subject matter experts to ensure accuracy and relevance of mathematical concepts.
- Review design layouts in tools like InDesign to ensure content is presented clearly and engagingly for primary school children.

- **Team Collaboration & Training:**

- Train new and existing employees on key programs such as InCopy, InDesign, Google Drive, and other software tools necessary for document management.
- Provide ongoing support and guidance to team members, ensuring efficient use of software and best practices for document workflow.
- Foster a collaborative and positive work environment, encouraging open communication among team members to solve problems and meet deadlines.

- **Quality Control & Attention to Detail:**

- Ensure that all materials produced are of the highest quality, maintaining accuracy and consistency throughout all documents.
- Address any discrepancies or issues promptly, ensuring the content is error-free and adheres to the project's specifications.
- Apply a keen eye for detail in both content and design elements to ensure the textbook is visually appealing and effective for educational purposes.

## Key Skills & Strengths:

- **Project Management:**  
Expertise in managing complex projects, meeting deadlines, and ensuring timely task completion without sacrificing quality.
- **Leadership & Team Coordination:**  
Strong leadership skills in delegating tasks, maintaining team collaboration, and fostering a positive work environment.
- **Document Management:**  
Proficient in organizing, tracking, and maintaining documents with attention to detail and version control.
- **Technical Proficiency:**  
Skilled in InCopy, InDesign, Google Drive, and related tools for document management and production.
- **Attention to Detail:**  
Keen eye for accuracy in editing, proofreading, and ensuring consistency across all materials.
- **Training & Mentorship:**  
Experienced in training team members on software tools and providing ongoing support to enhance team efficiency.

## Assistant | Flux Trends, Johannesburg

Jan 2020 — Aug 2024

### Overview:

As an Assistant at Flux Trends, I played a versatile role that combined creative, research, and administrative tasks. My responsibilities spanned a wide range of functions, from graphic design and content writing to business trend analysis and social media management. This position honed my ability to balance multiple tasks simultaneously, ensuring all duties were performed efficiently and with attention to detail.

## Key Responsibilities:

- **Graphic Design & Visual Content Creation:**
  - Designed visually appealing **posters, flyers, reports** and **presentations** to communicate key messages effectively.
  - Sourced and **curated images** for use in marketing materials, ensuring high-quality and relevant visuals.
- **Business Trend Research & Analysis:**
  - Conducted in-depth **research** on current and emerging business trends to **support strategic decision-making**.
  - Provided insights and recommendations based on trends and industry developments.

- **Website Content & Process Improvement:**

- Contributed to the improvement of website structure, **user experience**, and content, ensuring a streamlined and engaging digital presence.
- Assisted in enhancing internal processes to increase efficiency and productivity across various departments.

- **Content Writing & Copywriting:**

- **Wrote and edited** content for blog posts, website pages, and promotional materials.
- Created clear, engaging, and informative copy that aligned with brand voice and objectives.

- **Social Media Management:**

- **Managed social media** accounts, including creating and scheduling posts to engage with the audience.
- Monitored and responded to social media interactions, enhancing the brand's online presence.

## Key Skills & Strengths:

- **Creative & Graphic Design:**

Skilled in creating impactful designs, including posters, flyers, and presentations, using various design tools.

- **Research & Analytical Skills:**

Strong ability to conduct thorough research on business trends and provide valuable insights to inform decision-making.

- **Content Creation & Writing:**

Experienced in writing engaging content for a variety of platforms, maintaining brand consistency and voice.

- **Website & Process Optimization:**

Ability to enhance website functionality and improve business processes to ensure seamless operations.

- **Time Management & Organizational Skills:**

Proficient in managing multiple tasks and deadlines simultaneously while maintaining attention to detail and quality.

## Other roles

Waiter & Barista at Cut & Craft Bistro, Johannesburg (2019)

HR Administrative Assistant at Technology Corporate Management, Johannesburg

(December 2018)

Research Assistant at Avatar Ad Agency, Johannesburg (July 2017)

## Education

### Google Short Courses

Aug 2023 — December 2023

Certificate in Foundations of Digital Marketing & E-Commerce (Coursera)

**Degree in Bachelor of Social Sciences** at Rhodes University,  
Makhanda

February 2016 — November 2019

Majoring in Organisational Psychology and Journalism.  
IsiXhosa for Journalism.

**NSC Certificate (IEB)**, Sacred Heart College, Johannesburg

January 2010 — November 2014

Bachelor's Degree Pass.

## References

Holly Leventhorpe from **Class Act Educational Services**

[holly@classact.org.za](mailto:holly@classact.org.za)

+447901060432

Dion Chang from **Flux Trends**

[dion@fluxtrends.co.za](mailto:dion@fluxtrends.co.za)

082 610 0453

Bethea Clayton from **Flux Trends**

[connected@fluxtrends.co.za](mailto:connected@fluxtrends.co.za)

0764539405

Tumelo Mojapelo from **Flux Trends**

[content@fluxtrends.co.za](mailto:content@fluxtrends.co.za)

0768670377

Rosemary Kgobisa from **Technology Corporate Management (TCM)**

011 848 6025

Nico Brandt from **Cut & Craft Bistro**

[bistro@cutandcraftbistro.co.za](mailto:bistro@cutandcraftbistro.co.za)

Shamin Chibba from **Avatar Ad Agency**

[shamin@avataragency.co.za](mailto:shamin@avataragency.co.za)