

TSHIMO H LAPANE

ASPIRING DATA ANALYST

& UX/UI DESIGNER

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Pretoria, South Africa

SUMMARY

Detail-oriented and analytical professional transitioning into data analytics and UX/UI design, with a strong foundation in administrative support, project coordination, and stakeholder management. Currently advancing technical expertise through the PLP Academy software development scholarship, with a focus on data-driven decision-making and user-centered design. Experienced in analyzing business partnerships, managing projects, and optimizing workflows to enhance efficiency. Passionate about leveraging data and design to create innovative, impactful solutions.

PROFESSIONAL SKILLS

Attention to Detail	Team Collaboration	Adaptability	Time Management
Stakeholder Relationship Management	Strategic Planning	Project Co-ordination	
Microsoft Excel SQL	Python HTML & CSS	Git & GitHub Adobe Illustrator	

WORK EXPERIENCE

ADMINISTRATOR: OFFICE OF THE CEO

(2022 - 2024)

The National Youth Development Agency (NYDA)

- This role encompasses servicing both the office of the CEO as well as the Senior Manager of the Corporate Investments & International Relations division in all administrative needs, including but not exclusive to: project management, schedule coordination, travel coordination, and stakeholder relations.

SOCIAL MEDIA COORDINATOR

(2020 - 2022)

Eazy Cook

- This role involves photography, media editing, trend monitoring, and strategy development. Key responsibilities include content curation, scheduling, audience engagement, and community management. It also requires analytics and reporting, copywriting, and project management to ensure effective communication across platforms.

EDUCATION AND CERTIFICATION

SOFTWARE DEVELOPMENT SCHOLARSHIP

(Ongoing)

Project Power Learn Academy

BACHELOR OF ARTS IN BUSINESS ADMINISTRATION

(2021)

European University of Lefke

DATA ANALYTICS CERTIFICATION

(2024)

University of Cape Town

INTERESTS

Business Intelligence	Project Management & Process Optimization	Agile and Waterfall Methodologies	Data Analytics
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REFERENCES AVAILABLE UPON REQUEST