



# YAMKELA LUSITHI

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## PROFESSIONAL SUMMARY

Organised professional with a background in education and technology. Skilled in data entry, document management, and digital systems with strong attention to accuracy and efficiency. Certified in Full Stack Development and Office Administration, bringing excellent communication skills and proven ability to adapt to administrative roles in international, remote environments.

## WORK EXPERIENCE

<b>Educational Web Developer</b> Freelance	<b>Jan 2025 - Aug 2025</b> Remote
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- Designed and managed websites with a focus on accurate content structuring, data organisation, and user-friendly navigation.
- Created structured learning websites focused on improving user experience and engagement.
- Applied data entry and content organisation skills in managing educational content and online systems.

<b>Education &amp; Teaching Experience</b> Student Teaching & Admin   Ndabankulu J.S.S.	<b>Jan 2024 - Dec 2024</b> Eastern Cape, South Africa
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- Maintained accurate student records and learning progress reports.
- Developed and organised teaching materials, demonstrating strong document management.
- Managed classroom schedules, showing effective time and organisational skills.
- Taught English and Literacy to Grade 3 learners using interactive methods rooted in learner-centred pedagogy.
- Integrated Google Classroom, Skype, Canva, Scratch Jr and Zoom to support remote and blended learning.

## EDUCATION

<b>B. Ed (Hons) in Language, Literacies &amp; Literature (Part-time)</b> University of Johannesburg Coursework: AI (Artificial Intelligence) in the 4IR	<b>Jan 2025 - Present</b> Gauteng, South Africa
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<b>Bachelor of Education in Foundation Phase Teaching</b> Walter Sisulu University	<b>Jan 2020 - Dec 2023</b> Butterworth, Eastern Cape
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## CERTIFICATIONS

<b>Virtual Assistance Training Certificate</b> EduCourse	<b>Aug 2025</b>
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<b>Office Administration Introduction Certificate</b> EduCourse	<b>Aug 2025</b>
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<b>Certificate in Full Stack Development</b> FNB App Academy	<b>Jul 2025</b>
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<b>Career Essentials in Generative AI</b> Microsoft, LinkedIn Learning	<b>Dec 2024</b>
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<b>Teaching English as a Foreign Language (TEFL) - 120 Hours</b> Teacher Record	<b>Aug 2024</b>
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## CORE SKILLS

- Data Entry & Digital Filing
- Accuracy & Quality Control
- Microsoft Office & Google Suite

- Online Research & Information Verification
- Administrative Support
- Typing Speed & Document Formatting
- Organisation & Time Management

## TECHNICAL SKILLS

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- Microsoft Office Suite (Word, Excel, PowerPoint)
- Google Suite (Docs, Sheets, Drive)
- HTML, CSS, JavaScript basics
- Typing Skills
- Online Data Management Systems

## EDUCATIONAL PROJECTS

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### Interactive Mini Course: Primary School

Jul 2025 - Aug 2025

#### [Project Link](#)

- Created 3 lessons (Colours, Basic Mathematics, Introduction to Technology) with 10 interactive questions each.

### Financial Literacy Educational Website

Jun 2025 - Jul 2025

#### [Project Link](#)

- Leveraged constructivist learning theory by embedding play-based, experiential activities that foster active learning and habit formation.

### Academic Research Website for University Students

May 2025 - Jun 2025

#### [Project Link](#)

- Designed and developed a responsive, user-centred web platform aimed at supporting university students with academic research and writing.

## HOBBIES & INTERESTS

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- Creative writing
- Reading contemporary African literature
- Volunteering in community education and mentorship programs
- Organising digital files and productivity systems
- Exploring new office software and tech tools

