

Avela Tom

Cape Town, South Africa

avelatomn@gmail.com

+27 76 513 3475

SUMMARY

As a Software Engineering student, learning and growing throughout the past few years in university has moulded me into a more determined, motivated and passionate individual for success. I have a passion for working amongst others to achieve a common goal and I believe communication and co-operation skills are among my greatest strengths.

EDUCATION

Crawford College Lonehill, Bachelor's Pass Matric National Senior Certificate (2014-2018)

EXPERIENCE

Leo Marquard Hall Residence - Cape Town (October 2019 – March 2020) (August 2020 – December 2020)

- ***Student Front-Desk Assistant***

This job required working within a team of receptionists to handle all front desk affairs for the residence. Responsibilities included:

- Handling administrative duties pertaining to student affairs within the residence
- Communicating and responding to any calls, requests and disputes made to the front-desk pertaining to the residence

- ***Public Relations and Social Outreach Sub-Committee Member***

This job required working within a team to organise and run events that pertain to social outreach and public relations within the residence. Responsibilities included:

- Managing the Facebook and Instagram social media accounts for the residence
 - Organising and running social outreach events.
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SKILLS & COMPETENCIES

- Computer literate and proficient in Microsoft Word, PowerPoint and Excel
- Proficient with most social-media platforms (Twitter, Facebook, Instagram etc.)
- Responsible, Responsive, Team-Oriented and Energetic
- Proficient in HTML and CSS (B.E.M) and quite familiar with JavaScript and Python languages.