

# Curriculum vitae

## Personal Information

<b>FIRST NAME / SURNAME</b>	Betty Tsotetsi
<b>PHONE NUMBER</b>	079 975 9504
<b>EMAIL</b>	betty58tso@gmail.com
<b>ADDRESS</b>	Ferndale, South Africa
<b>LANGUAGES</b>	English, Sotho, Zulu, Tswana, Xhosa, Pedi

**SUMMARY:** I am detail oriented, team spirited, always up for learning new things - currently working for a television station (which is a fast paced - high pressure environment in a mostly live setting) as a Video Wall Graphics Operator. Worked as an On Air Graphics operator in the same company. An in-house graphic artist for a corporate branding company and an in-house graphic designer for a communications company prior to that. All these roles requires one to be highly computer literate and have the ability to listen attentively, communicate effectively, multi task and also be able to work with different people and personalities. Looking to be part of a company that offers opportunities for one to learn, grow, explore, travel, meet new people and hopefully be of such great service that customers look for excuses to come back. A firm believer in giving everything I do the best of me.

## Experience

<b>COMPANY</b>	eNCA
<b>POSITION</b>	Video Wall Operator
<b>DURATION</b>	2019 to date

### RESPONSIBILITIES

- Communicating with the team(PA, Graphics operator, Technical director, assistant production editor, server operator) to ensure that we're all working on the same piece at the same time.
- Selecting images/videos for stories in the rundown
- Trouble shooting
- Checking and playing out graphics on air
- Ensuring that graphics are working correctly
- Editing images and videos to match the package/ story being played out

**COMPANY**

eNCA

**POSITION**

On Air graphics Operator(2014 - 2019)

**RESPONSIBILITIES:**

- Taking instructions from technical director and executing as required
- Working within a team to put a flawless product on air while completing individual tasks
- Trouble shooting whenever the situation requires
- Checking and playing out graphics on air
- Making sure graphics are operating correctly
- Ensuring I have correct names(correctly spelled and accompanied by correct titles) for guests

**COMPANY**

Oranges Promo

**POSITION**

In-house graphic artist (2011 – 2014)

**RESPONSIBILITIES:**

- Preparing and sending out quotes to clients
- Liaising with clients and production team to create final artworks and ensuring everything is approved before final print
- Communicating with the printing team to ensure that they are aware of the set deadline
- Drawing up a schedule on what's urgent and what can be pushed back
- Following up on process with the decorators and giving feedback to customers

**COMPANY**

Zazise Communications

**POSITION**

In-house Graphic Designer(February 2011 - June 2011(2 Months Contract Extended))

**RESPONSIBILITIES:**

- Working with both the sales and PR teams to design promotional items
- Putting together PowerPoint presentations for both the sales and PR representatives
- Creating a newspaper layout for a local newspaper
- Designing promotional materials for both in-house and company's clients

**EDUCATION**

Career Foundry (online) | UX Design | 04 December 2017 - February 2019

Tlhorong senior secondary school | Grade 12 (Matric) | 2005

References available upon request