

# CURRICULUM VITAE

## Betty Tsotetsi

### CONTACT DETAILS

079 975 9504

betty58tso@gmail.com

### EMPLOYMENT HISTORY

**Company** eNCA  
**Position** Video Wall Operator  
**Duration** 2019 to date

**Duties & Responsibilities:**

- Follow the rundown for story context
- Ensuring plasmas are corresponding with the story being played out
- Preparing and taking guests on the wall with relevant plasmas
- Taking instructions from technical director and executing as required
- Working within a team while completing individual tasks
- Trouble shooting whenever the situation requires
- Creating movements on still plasmas

**Company** eNCA  
**Position** On-Air Graphics Operator  
**Duration** 2014 to 2019

**Duties & Responsibilities:**

- Checking and playing out graphics on air
- Making sure that graphics are working correctly
- Ensuring that I have the correct names for guests
- Taking instructions from technical director and executing as required
- Working within a team while completing individual tasks
- Trouble shooting whenever the situation requires

**Company** Oranges Promo  
**Position** In-house graphic designer and artist  
**Duration** 2011 to 2014

**Duties & Responsibilities:**

- Preparing and sending quotes out to clients
- Ensuring that all samples are approved before the full job is printed
- Working with printing department to ensure deadlines are met
- Drawing up a schedule of what's urgent and what can be pushed back
- Designing artworks for clients to approve before the final print

<b>Company</b>	Zazise Communications
<b>Position</b>	In-house Graphic Designer
<b>Duration</b>	February 2011 to June 2011(2 Months contract extended)

**Duties & Responsibilities:**

- Working with both the sales and PR teams to design promotional items
- Putting together presentations for both the sales and PR representatives
- Creating a newspaper layout for a local newspaper
- Designing promotional and overall advertising materials

## **TOOLS**

### **Adobe**

Photoshop, Illustrator, Indesign and Aftereffects

### **Microsoft Office**

Word, PowerPoint, Excel and Outlook

### **VIZ RT**

Multiplay, Pilot and Director

### **Programming Languages**

HTML, CSS and Java Script

## **EDUCATION**

<b>Institution</b>	Vaal University of Technology
<b>Qualification</b>	National Diploma(Graphic Design)
<b>Duration</b>	2008 to 2010

<b>Institution</b>	Tlhorong Senior Secondary School
<b>Qualification</b>	National Senior certificate(Matric)
<b>Completion</b>	2005

**References available upon request**