

CURRICULUM VITAE

Betty Tsotetsi

Profile: Video Wall Operator in a broadcasting environment with a diploma in graphic design, worked as an On-Air Graphics Operator in the same company. Previously worked for a communications company as an In - house graphic designer and a corporate branding company as an in-house graphic artist and front-desk operator. All these roles contributed in sharpening my abilities to multi task, listen attentively, problem solve, work individually and seamlessly well within a team, be able to work with different people and different characters. Looking to be part of a company that offers opportunities for one to travel, learn, grow and hopefully enable me to be of such great service that the customers look for excuses to come back. I am a firm believer in giving everything I do the best of me.

EMPLOYMENT HISTORY

eNCA

Video Wall Operator
2019 to date

Duties & Responsibilities:

- Checking 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
- Preparing animations on plasmas

eNCA

On-Air Graphics Operator
2014 to 2019

Duties & Responsibilities:

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

Oranges Promo

In-house graphic artist and Front desk operator
August 2011 – June 2014

Duties & Responsibilities:

- Answering phone calls
- Welcoming walk-in customers
- Organising pickup/ delivery with clients and the production team
- Preparing and sending quotes out to clients
- Liaising directly with clients to create final artworks and ensuring that all is approved before going for final print
- Communicating with the printing team to ensure that they are aware of the set deadline
- Drawing up a schedule of what's urgent and what can be pushed back
- Designing mock-ups for clients to approve



Zazise Communications

In-house Graphic Designer
February 2011 - June 2011(2 Months contract extended)

Duties & 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

CONTACT DETAILS

-  079 975 9504
-  betty58tso@gmail.com

PERSONAL DETAILS

Gender: Female
Nationality: South African
Criminal record: None
Home language: Southern Sotho

SKILLS

Computer skills: MS office
Other languages: English, Zulu, Xhosa, Afrikaans, Tswana & Pedi

EDUCATION

Tlhorong senior secondary school
Completed matric in 2005
(Passed with merit)

REFERENCES

Available upon request