

Curriculum Vieta of Charlene Otto

Personal Information

Personal Details

Full names: Charlene Otto
Date of birth: 03/04/1997
Citizenship: South African
Languages: Afrikaans & English
Driver's License: Yes
Criminal Record: None
Heath: Excellent

Contact Information

Cell Phone Number: 0824202963
Email: charleneotto116@gmail.com
Address: 14 Dahlia Street, Pomona, Kempton Park, 1619

Academic Qualifications

BSc. Information Technology

University: North-West University

NQF: Level 6

Date: 2020

Course Modules:

- Financial Accounting
- Entrepreneurial Opportunities
- Information Security
- Advanced Databases
- Decision Support System
- Artificial Intelligence
- System Analysis and Design
- Statistics
- Computer Science

National Senior Certificate

School: Waterkloof Highschool

NQF: Level 4

Date: 2015

Course Modules:

- Information Technology
- Engineering Graphics and Design Graphics
- Tourism
- Afrikaans
- English
- Mathematical Literacy
- Life Orientation

Work Experience

Title: Automation Tester

Company: IT Ecology

Date: 01/12/2019 - 28/02/2020

Title: Junior Business Analyst

Company: Optimi

Date: 24/08/2020 - Still going

Skills/Competencies

COMPUTER PROGRAMS:

- Eggplant (Certificate level 1 and 2)
- Visual Studio
- Visual Studio Code

PROGRAMMING LANGUAGES:

- Java
- C#
- Python
- HTML
- SQL

MICROSOFT OFFICE:

- Word
- Excel
- Outlook
- Power Point
- Access

KEY COMPETENCIES:

- Leadership skills
- Organizational
- Decision Making
- Communication
- Adaptability
- Problem-solving
- Detailed Orientated
- Goal Orientated
- Adaptability

Interests and activities

I enjoy the following:

- Reading
- Gaming
- Hiking
- Spending time with family and friends

References:

Name and Surname: Armand van Tonder

Company: IT Ecology

Title: Functional Test Automation Team leader

Contact Number: 061 761 8365

Additional Information

I am a strong, reliable independent person who has a passion for people. I enjoy doing challenging projects and want to learn more. I am a hard worker and always give my best in what I do. Taking initiative has always been a career strength, along with:

- Understanding responsibility
- Holding an intense work ethic
- Possessing social skills that build and maintain relations across and beyond the organization
- Striving to do my best in any situation to meet corporate objectives
- Being trustworthy and discrete within the organisation
- Practising self-discipline
- Being dual focused within any situation
- Handling conflict and grey areas with dignity and respect

As you can be seen from the above, I am a conscientious, creative, and motivated individual who works hard and pays attention to detail? I am flexible, quick to learn new skills and eager to learn from others, I also have lots of ideas and enthusiasm. I consider myself to be an honest and direct individual. The enthusiasm and determination I have towards my career will ensure that I make a success of it.

Thank you for your consideration towards my request and I hope to hear from you soon.