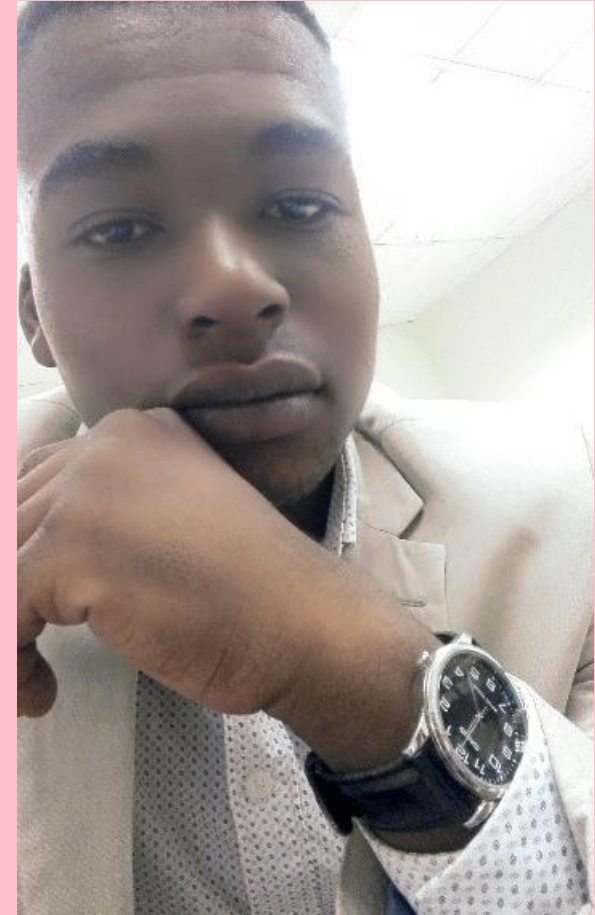


Hello Everyone! My Name is Jaros Matlatla

THIS IS MY PORTFOLIO



INTRODUCTION

I am a systems development in IT graduate who is passionate about web and application development, content creation, digital marketing, and entrepreneurship.

My expertise lies in my ability to effectively interact with others, take on challenges, lead and develop innovative solutions to achieve goals. I am self-disciplined, hardworking and I can work effectively with little supervision. I was recently part of a Digital marketing bootcamp with DIGIFY PRO as an intern/student, and during the course I gained a lot of soft & technical skills pertaining to digital marketing.

I also did a YES Programme internship at Canon SA (pty)Ltd whereby I offered digital support to the following Host companies (Blackmoon Investment –JCS Drilling), Vita-Green and Venus Beauty Lounge for a IT data capture role and during my internship I had the opportunity to learn and assist in constructing marketing strategies, Website maintenance. Digital account management both on fiskl entrepreneur platform and social media platforms, and other administrative activities.

I am willing to learn and adapt in other industries. My goal is to be a valuable asset to a team within a successful organization that offers room for growth - In addition to that, exposes me to a wide range of skills to build my knowledge and finding new ways to solve problems. I am certain that a meeting will reveal my positive attitude and my ability to meet your expectations. Thank you for your time and consideration.

RESUME

EDUCATION

- Digital marketing | Digify pro-online/Google digital skills for Africa | 2023
- Systems Development NQF 5 | Khano Training Institute | 2022
- Data Communication and networking | Za-Wit (Pty) Ltd | 2021
- Business administration services NQF 4 | Richfield Graduate Institution Of Technology | 2020

EXPERIENCE

- **DEPARTMENT OF SOCIAL DEVELOPMENT** | Administrator | Procurement department
- **CANON SA (Pty)** | IT Intern
Digital Finance Data Capture |
Graphic Design | Social Media Account Manager .
WordPress Web site Designer

SKILLS

- Strong organizational and prioritization skills, and ability to handle multiple tasks simultaneously within tight deadlines.
- Proficient in using MS Excel, Outlook, Word.
- Team player with ability to work independently in a fast-paced environment.
- Strong written and verbal communication skills to build good relationships with customers and team members.
- Excellent listening skills to follow instructions and respond to issues appropriately and ability to pay attention to every detail.

MY DIGITAL ENTHUSIAST JOURNEY



This section will cover my career/business goals, career aspirations, project I've worked on and learning journey

Timeline

2021-2022

I Completed my data communications and networking learnership at Za-Wit Pty Ltd then had to do practical's at Vita-Green.

2022

During my practicals. I learned about communications, building relationships, creating campaigns and I developed excellent research and gained interest in writing and Ecommerce.

2022-2023

During this period, the Management offered me training opportunity in form of a learner & internship with its partner & client (Canon S. A & Khano Training Institute) and gave me 3 company accounts to manage. Graduated with higher certificate in Systems Development.

2023

Internship contract ended. Enrolled my company for incubation at AB4IR for companies who are interested /operating in the digital space "Geek Economy"

2023

I started a digital marketing boot camp with DIGIFY PR Online. I am currently open to working in order to boost my knowledge and gain digital marketing skills

Areas of focus



Career

During my digital marketing studies with DIGIFY PRO ONLINE, I have learned that digital marketing is a diverse and stimulating field and there are myriad ways I can specialize my skills. As a beginner, I have been working on some technical skills such as; video editing, web design, blogging and content writing.

I would like to gain experience and knowledge on these roles: **-Social media manager - Email marketer - E-commerce specialist -Content marketing -Influencer marketing manager -Copywriter - web designer**

I am currently interested in working/interning/volunteering/ job shadow in any organisation that specialises in these roles.

PROJECT

The following is a summary of projects and campaigns that I have worked on both at school and during internships.

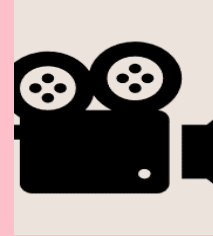
WEB DESIGN



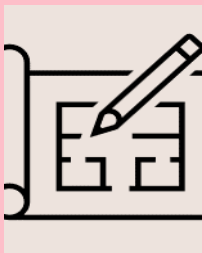
I have attached links of websites I designed using Word press and Google .

- ❖ **Venus Beauty Lounge**
<https://venusbeauty.co.za>

VIDEO EDITING/SHOOTING



DESIGNS AND MARKETING CAMPAIGNS



This are some of the design and marketing campaign projects I did under the Canon internship and the Digify Pro Bootcamp



About Us

Venus Beauty Lounge is a Boutique Salon situated in the heart of Menlo Park Menlyn Pretoria.

The Venus Beauty Lounge is a space where you can relax, yet feel the city's energy. An intimate atmosphere, where you will enjoy a unique and personalised treatment by the experienced Venus Beauty Lounge Team.

We offer a variety of treatments from Pedicures to Acrylic Nail , Kiddies Hair Care and Natural Hair Treatments and Blow Waves.

Our Services

- Blow Waves
- Braids
- Natural Hair Treatments
- Wig Treatments
- Kiddies Hair Treatment

068 563 8185 / 012 023 1429
www.venusbeauty.co.za
Scan QR Code for Bookings
442 Atterbury Road Menlo Park

CONTACT

EMAIL ME ON

Matlaj67@gmail.com

CALL ME ON

067 830 5732

MY SOCIAL:

Facebook

Jaros Matlala

Instagram

Jarosmatlala

Linkedin

<https://www.linkedin.com/in/jaros-matlala-410717206/>