**Nokuthula Mangweni**

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# Professional Summary

Motivated and adaptable professional with a background in education, software development, and virtual assistance.

Skilled in Python, Excel, web technologies, and administrative support. Completed training in Virtual Assistance, Software Development, and TEFL, equipping me with both technical and organizational skills. Passionate about delivering quality results, supporting teams, and continuously learning new technologies.

# Education

* Bachelor of Education (B.Ed.) – University of Zululand (2016–2021)
* Virtual Assistant Course – (Completed)
* CS50: Introduction to Computer Science – Harvard (Completed)
* Software Development Courses – Udemy (Completed)
* TEFL Certificate – (Completed)

# Professional Experience

• Kingswood Christian School – Teacher (Jan 2021 – Dec 2023)

* Designed and delivered engaging lessons for learners.
* Developed communication, leadership, and classroom management skills.
* Adapted teaching approaches to support different learning needs.

• Private Tutor – Freelance (2022 – 2023)

* Tutored students in various subjects, improving their academic performance.
* Assisted learners with exam preparation and study strategies.

# Skills

* Technical: Python, Java, JavaScript, HTML, Excel, Microsoft Word, Data Analysis
* Administrative: Email management, Scheduling, Research, Data entry, Customer support
* Soft Skills: Communication, Time management, Problem-solving, Adaptability

# Projects / Personal Projects

* FreeCodeCamp Projects – Completed coding projects demonstrating web development skills.
* Personal Data Analysis Projects – Used Python and Excel for data cleaning, visualization, and reporting.
* Worked with Google Workspace tools: Google Calendar, Google Meet, Google Drive, Google Sheets, Google Mail, and Google Docs, collaboration, and documentation.

# Career Interests

* Software Development
* Data Analysis
* Virtual Assistance & Remote Administration
* Teaching & Tutoring (online/offline)
* Cloud based solutions