

Personal Information:

Surname: Berman

First names: Marc Colin

Date of Birth: 14 October 1992

ID Number: 9210145019085

Nationality: South African

Gender: Male

Marital Status: Single

Health: No current health problems

Driver's License: Yes

Home Address 21 Yellowwood Road Randpark Ridge Ext 14

Postal Code: 2169

Languages: English

Contact Numbers: Home: +27 11 794 8476
Cell: +27 61 344 0964

Technical Skills:

Languages: Java, Delphi, XML, Android, HTML5, CSS3 (Knowledge of Bootstrap and other frameworks), PHP5, JavaScript and MySQL

Systems: Windows (XP, Vista, 7, 8), Macintosh, Linux (CentOS 6)

Software: MS Office (Word, PowerPoint, Excel, Access, Project, Outlook)
Adobe Master Collection (Reader Pro, Dreamweaver, Photoshop)

Education:

Last School Attended: Trinityhouse High School

Knoppiesdoring Road

Randpark Ridge

(2007 until 2010)

Qualifications: National Senior Certificate. Monash South Africa Foundation Programme (Information Technology Stream).

Subjects Passed: Life orientation, Math Core, Visual Art, Science, English, Afrikaans and Information Technology.

Achievements: Full outdoor pursuit colours. 1st place in a general knowledge quiz. Best under 15 hockey defender. Second team hockey. Award in Visual Art for the best drawing technique.

University: Monash South Africa, campus of Monash University Australia.

Courses: Monash South Africa Foundation Programme 2011.
Bachelors of Computer and Information Science 2012 - 2015.
Double major in Application Development and Networks, and Business Systems.

Employment:

January 2014 - Current Webmaster's Assistant (40 Hours a week)

Monash South Africa - Marketing

- Assisting Velislav Miltchev, the webmaster at Monash South Africa, with implementing the current www.monash.ac.za website.
- Updating and modifying the Monash South Africa website as needed.
- Creating online systems using PHP, JavaScript, HTML and CSS in order to achieve business objectives.
- Monitoring the Monash South Africa Facebook page and replying to the prospective students and parents appropriately.
- Implementing and maintaining a lead form that inserts the leads into the Salesforce CRM system and increasing the robustness of the system as required.
- Creating automatic Microsoft Excel reporting systems on leads, applications and enrolments through the use of formulae.
- Assisting with designing the system specification of the Salesforce system and its implementation within the Monash South Africa business objectives.

**January 2013 –
January 2014**

Student assistant (20 Hours a week)

Monash South Africa Advancement and Corporate Affairs.

- Primarily working as a call centre agent, thus answering all incoming calls as well as making outgoing calls to prospective students
- Assisting prospective students apply at Monash South Africa.
- Assisting the web master at Monash South Africa.

**September – October
2012**

Webmasters Assistant (20 Hours a week)

Monash South Africa Advancement and Corporate Affairs.

- Assisting Velislav Miltchev, the webmaster at Monash South Africa, with implementing the current www.monash.ac.za website.

July 2012

Peer Facilitator

Monash South Africa Advancement and Corporate Affairs.

- Introducing new students to life at Monash South Africa, as well as guiding them through the enrolment process.

January 2011 - Current Freelance work

- Provide freelance web design.
- Provide fully managed hosting packages to clients on monthly basis. Servers run on Linux CentOS 6 operating system with cPanel and WHM management software's.
- Removing viruses, formatting of computers, purchasing and setting up computers for clients, as well as software updates.
- Coding a Java applet which connects to a MySQL database.
- Assisting matriculants with learning Delphi programming language.

Community Service Projects:

September 2009**Volunteer****Randburg SPCA**

- Cleaning up the animals cages, giving fresh water and bedding to the animals in the mornings

References:

Andre Lubbe**Principal: Varsity College**

Andre.lubbe.sa@gmail.com

083 504 0113

(Executive director of Advancement and Corporate Affairs)

Velislav Miltchev**Webmaster: Monash South Africa**

Velislav.miltchev@monash.edu

082 254 4615

(Work Supervisor)