

# Ramona Ramano

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## Bcom Graduate

Graduate with a drive for excellence in technology. Proficient in database management and systems development. Skilled in coding and experienced in project management. A problem solver and adaptable. Eager to apply knowledge and skills to an entry-level role in the field, contributing to streamlined IT operations and data analytics, while remaining committed to continuous professional growth and innovation.

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## Contact

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073 621 8685  
Johannesburg, Gauteng

## Education

### RHODES UNIVERSITY

Bcom Information  
Systems and  
Management  
(Marketing, Financial,  
Strategic and Human  
Resource)  
2018 – 2022

### THE HILL HIGH SCHOOL

National Senior  
Certificate  
2013 – 2027

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## Experience

### STUDENT ASSISTANT KINGSWOOD COLLEGE

August 2022 – December 2022

Make sure the children wakeup on time and are ready for school for the days on duty.

Assist in coaching sports such as swimming, athletics and tennis at least twice a week.

Help the children with homework.

Plan activities for the children to do on weekends.

Mentor the grade 7's.

Put the children to bed on duty days.

Attend weekly meetings with the house head and matron.

## Skills

UI/UX Design

Usability testing

Project management

HTML/CSS/PHP/JAVASC

RIPT/SQL

Big Data NoSQL

Microsoft Proficiency

Microsoft Projects

Microsoft Excel

MongoDB

Impala

Cloudera

Tableau

### EDITOR/WRITER ICONCEPT MEDIA

January 2018 – December 2022 (Holidays)

Write and edit articles according to instructions for different online magazines.

Publish articles to relevant sites.

Transcribe vernacular South African songs for Kasi Lyrics.

### HOUSE COMMITTEE RHODES UNIVERSITY

November 2018 – November 2019

Plan and execute at least two sport events a month.

Fundraise for certain events.

Be the middleman between students, sub-wardens and the warden.

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## Competences

Attention to detail.

Adaptable

Team Player

Reliable

Problem Solving

Attend weekly meetings with the warden detailing what you have done in the week and your next agendas.

Manage conflict resolution between students.

### RECEPTIONIST ASSISTANT N&R CONSTRUCTION

November 2016 – January 2017

- Answer telephone calls and emails promptly and courteously.
- Manage appointment schedule efficiently.
- Responsible for follow-ups with clients and suppliers.

### REFERENCES

Available Upon Request