

Profile Summary

I matriculated with Honours in 2012 from Krugersdorp High School and in 2013 enrolled for my B.Com degree in Information Management at the University of Johannesburg, which I successfully completed in 2015.

In my first year at university I was a 'First Year Top Achiever' and graduated in 2015, majoring in Business Management, Economics, and Information Management. In my third year at university (2015) I was recommended by my Information Management lecturer for an intern position at Dimension Data. I was the successful candidate from the interviews conducted and I was employed on a contract basis in April 2016, whilst studying part-time towards my Information Management Honours degree.

At Dimension Data (DD) I was a member of the Intranet team in Global Marketing, where I fulfilled the role of Intranet Consultant (Business Analyst). During my stay at DD I gained experience in communicating at both junior and senior levels in a corporate environment. The nature of my work was such that I refined my attention to detail. Some of the skills I gained include taking meeting notes, creating wireframes, working with term sets and taxonomies, document governance, and testing webpages. I was also given an opportunity to attend a full day of training in SharePoint Team Site Owner Training.

In November 2016 I made the decision to focus on my studies and resigned from Dimension Data – my final working day being the 22nd of December. In 2017 I completed my final year of studying full-time towards my B.Com Honours in Information Management.

Ideally, I am looking for a junior-level position in a corporate environment, where I can lay a solid foundation for my chosen career in Information Management – building on the exposure gained at Dimension Data.

Curriculum Vitae

Paige Lee Luppnov

PERSONAL DETAILS

Full names: Paige Lee

Surname: Luppnov

Gender: Female

Race: White

Date of Birth: 12 December 1993

Mobile number: +27 76 085 0085

Email: paige.lee1212@gmail.com

Language: English

Driver's license: Yes (own car)

TERTIARY EDUCATION

Institution: University of Johannesburg

Qualification: B.Com Honours in Information Management

Years attended: 2016 – 2017

Modules: Business Intelligence; Competitive Intelligence; Knowledge Management; Management Information Systems; Strategic Information Management; Strategic Management; Web and Intranet Management

Distinctions: Web and Intranet Management; Strategic Information Management; Competitive Intelligence; Knowledge Management; Research Methodology

Institution: University of Johannesburg

Qualification: B.Com Information and Knowledge Management

Years attended: 2013 – 2015

Majors: Business Management; Economics ; Information Management

Distinctions: 1st Year 2013: Accounting; Analytical Techniques; Economics; Information Management
2nd Year 2014: Business Information Systems; Business Management; Information Management
3rd Year 2015: Information Management

SECONDARY EDUCATION

Institution: Krugersdorp High School

Highest Grade Passed: Senior Certificate (2012)

Years attended: 2008 – 2012

Subjects: English (First language); Afrikaans (Second language); Mathematics Core (HG);
Life Orientation; Accounting; Economics; Geography
(All subjects taken on Higher Grade)

Distinctions: Accounting; Economics; Geography; Life Orientation

TRAINING

- SharePoint Team Site Owner Training
- Leading SAFe® (Certification)

PROFESSIONAL SKILLS

- Work well in a team environment
- Managing and leading a team
- Effective communication
- Computer literate – proficient in Microsoft Office
- Problem solving
- Team co-ordination

FULL-TIME EMPLOYMENT

Period: March 2018 – Current

Company: Dimension Data

Position: Scrum Master

Tasks & Responsibilities:

- Leading teams in Agile best practices and helping to solve underlying impediments.
- Facilitating and participating in Agile ceremonies across Scrum teams.
- Identifying and synchronising project interdependencies across multiple teams.
- Supporting and educating Product Owners with respect to grooming and maintaining the product backlog, and helping teams and Product Owners to solve these impediments.

- Assisting with internal and external communication, improving transparency, and radiating information by monitoring and reporting on key performance metrics.
- Guiding and supporting teams to become self-organised.
- Analysing current Agile processes, prioritising areas of improvement, and working alongside key stakeholders to implement improvements.

Reference: Jay Reddy (Solutions Executive)
jay.reddy@dimensiondata.com
011 575 0466

Period: April 2016 – December 2016

Company: Dimension Data

Position: Intranet Consultant

Tasks & Responsibilities:

- Engaging with clients to gather business requirements
- Creating documents such as functional requirements, term set submissions, user guides and job aids, webpage wireframes and mock-ups
- Cleaning up and rearranging term sets and taxonomies
- Organising, conducting and documenting testing of webpages, online forms, etc.
- Taking notes in meetings.

Reference: Retha Prinsloo (Intranet Manager)
retha.prinsloo@dimensiondata.com
011 575 6394

PART-TIME EMPLOYMENT HISTORY

Period: August 2014 – January 2016

Company: Founder's Restaurant & Grill

Position: Waitress

Tasks & Responsibilities: Serving tables; booking reservations.

Period: January 2012 – July 2014

Company: Sompisi-Calibre Solutions

Position: Office Administrator

Tasks & Responsibilities: Cutting and pasting CV's; answering calls; filing, etc.

AWARDS / ACHIEVEMENTS

Tertiary Education

- One of the University of Johannesburg's 'First Year Top Achievers' in 2013
- One of the Top 10 groups for a group presentation to Ernst & Young in 2014
- Winning group for presentation to Samsung in 2015

Secondary Education

- Academic Honours student from 2008 – 2012
- Top Geography student in Krugersdorp High School in 2010
- Member of the Enke: Make Your Mark Alumni since 2011
- Received commendations for hard work and excellent results in Accounting in 2011
- Member of the Representative Council for Learners (RCL) in 2012
- Winning group of the SARB Monetary Policy Committee Challenge in 2012
- Drama Honours student in 2012

COMMUNITY ENAGAGEMENT / EXTRA-CURRICULAR ACTIVITIES

- Participated in the following Extra-curricular activities in University
 - Day House member since 2013
 - MuSo (music society) since 2013
- Participated in the following Extra-curricular activities in High School
 - Choir (2008)
 - Drama (2008 – 2012)
 - Operetta (2009 – 2012)
- Member of the Lions Clubs International since 2012
 - Elected as PRO for the financial year 2014 – 2015