**Tarin Buys | University Student**

**Location: Port Elizabeth, South Africa**

**Email:** [**misstarinbuys@gmail.com**](mailto:misstarinbuys@gmail.com)

About Me

* + **Full Name –** Tarin Buys
  + **Driver’s License –** Yes

**Tech stack:** HTML5, CSS3, JAVASCRIPT, PHP, Git, Github, Bootstrap

* + **Academic Activity –** Business Management [Dip] at Nelson Mandela University [Part-time]

**Public Portfolio:** [buysmanagement.co.za/portfolio](https://buysmanagement.co.za/portfolio/)

**Certifications Completed**: Responsive Web Design [HTML + CSS] by FreeCodeCamp.org

**Other Certifications Undergoing Completion**: JavaScript Algorithms and Data Structuresby FreeCodeCamp.org and Cyber Security by tayontech.io

Education & qualifications

* **Nelson Mandela University-** Currently a student
  + **Qualification –** Business Management (Dip)
* **Ibhayi-** 2017
  + **Qualification –** Grade 12 (upgrade)
* **Sanctor High School–** 2012-2016
  + **National Senior Certificate –** Graduated (grade 12)

Skills and Experience

* **WordPress**
* **Elementor**
* **Figma**
* **Canva**
* **Shopify**
* **HTML**
* **CSS**
* **Javascript**
* **Visual Studio Code**
* **Asana**
* **Slack**
* **Microsoft Word, Excel, PowerPoint**
* **Hootsuite**
* **Planoly/Later**
* **Facebook/Instagram Advertising**
* **Time Management**
* **Teamwork**
* **Project Management**
* **Fluid Communication**
* **Social Media Savvy**
* **Fluent in English + Afrikaans**
* **Proficient at typing**

Work Experience

* **Current Private Employer –** Consultant
  + **March 2022- current**
  + **Reason for wanting to leave:** This job does not align with my interests and is not stimulating. I would like to work in the tech industry and this job allows no room for growth towards that goal.
* **Freelancer -** Website Design & Development, Social Media Management.
  + **Current –** Tarin Buys [myself] [buysmanagement.co.za](https://buysmanagement.co.za)
* **Don Digital [2021]–** Website Manager [Designer & Developer], Social Media Manager.
  + **2021, 3-month contract –** Mr. Kaashief Abdullah
* **Chapman Hotel [2019-2020]–** Receptionist. Part-time, seasonal.
  + **Part-Time, Seasonal, Holiday job–** Ellis [Hotel Owner]

Awards & Recognition

* **Deputy head girl –** 2016
* **Tuck shop supervisor –** 2015-2016
* **Revive (empowering emotional change)** -2015
* **Quiz (school award)** 2014-2016
* **Editor of the year (school newspaper award)-** 2015
* **Top ten achiever-** 2012-2016

Web Development Portfolio

Some websites I built using WordPress: [buysmanagement.co.za/portfolio](https://buysmanagement.co.za/portfolio/)

Personal Statement + Interests

I am a Business Management part-time student at Nelson Mandela University. I have practical work experience at the Chapman Hotel as a receptionist, where my responsibilities included handling cash, hotel client management, answering phone calls, making reservations, checking clients in and out, coordinating staff and ordering general and kitchen supplies.

I have practical work experience at a Digital Marketing Agency, Don Digital, as a website manager [designer + developer] and social media manager. My responsibilities included managing all existing clients’ websites and social media profiles, designing and developing websites for new clients, developing social media strategies and reviewing content. Creating content, captions, ad copy, scheduling content, and more was also part of my responsibilities. I worked with HTML, CSS, JavaScript and PHP, and mostly non-coding tools such as Elementor via WordPress and template- based websites via Shopify and Wix.

I’m looking for an entry level opportunity with a company where I can develop my skills and start my career.

Thank you.