

LaOne Tawheeda Setlhoke

Johannesburg, South Africa (065) 948 5752

Laone.setlhoke@gmail.com

My Website Portfolio

My LinkedIn Profile

Objectives

Experience

Itu Golf Wear, Sandton

May 2023 – Present

Website Administrator and Executive Assistant

- Successfully streamlined executive schedules, optimizing time management, and ensuring all commitments are promptly met.
- Facilitated seamless communication channels between golf club management and external stakeholders, enhancing organizational efficiency.
- Spearheaded the organization of prestigious golf events and tournaments, contributing to heightened brand visibility and reputation.
- Implemented systematic administrative processes, resulting in improved record-keeping and operational transparency. This is the place for a brief summary of your key responsibilities and accomplishments.

Itu Golf Wear, Sandton

February 2022 – April 2023

Website Administrator and Client Liaison Officer

- Respond to customer inquiries, resolving issues and providing product/service information via phone, email, or live chat.
- Monitor and maintain website performance, identifying and resolving technical issues to ensure seamless customer experience.
- Troubleshoot and fix website errors, ensuring accurate and up-to-date online information.
- Analyze website analytics to track customer behavior, identify trends, and optimize website content and layout.
- Provide technical support for website-related issues, resolving problems and improving customer satisfaction

Education

Rosebank College - Diploma Software Development

Date: February 2019 – December 2022

- Open Source (Introduction)

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- Open Source (Intermediate)
- Advanced Database
- Web Development (Intermediate)
- Software Quality Assurance Testing
- Applied Programming
- Information Security
- Work Integrated Learning

Sci-Bono ICT Academy

Date: February 2018 – December 2018

- NDG Linux Unhatched
- Introduction to Cybersecurity
- Introduction to IoT
- IT Essentials: PC Hardware and Software
- Linux Essentials
- Cybersecurity Essentials
- Networking Essentials
- Mobility Fundamentals
- Main course: Web Development (HTML5, CSS, PHP)

Southern Labs Institute of Technology - [Introduction to Web Development](#)

Date: 18 Sept 2023 – 11 Dec 2023

Southern Labs Institute of Technology - [Cyber Security](#)

Date: 16 Jan 2024 – 18 April 2024

Southern Labs Institute of Technology – [Visual Communications](#)

Date: 16 Jan 2024 – 18 April 2024

Professional Skills

- Communication: Verbal and Non-verbal
- Strong Problem Solving Abilities
- Effective Time Management
- Analytical Skills
- Technical Skills
- Teamwork and Collaboration Skills
- Adaptability
- Problem Solving Skills

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- Ability to work well under pressure
- Leadership Skills
- Multitasking Skills

Programming Languages

- HTML5, CSS, PHP
- SQL (MySQL, Microsoft SQL)
- C# (.NET Framework, .NET Core)
- Java

References

Available Upon Request