

# LaOne Tawheeda Setlhoke

Graduate: **Software  
Development**

## CONTACT

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Cell No. **065 948 5752**  
Gender: **Female**

Availability: **Can be discussed.**  
**Willing to relocate.**

## PROFILE SUMMARY

Dedicated and detail-oriented Software Development graduate with expertise in web development, database management, and cybersecurity. Proficient in multiple programming languages and equipped with comprehensive skills in software quality assurance testing and information security. Successfully completed Cisco NetAcad courses at Sci-Bono, including web development coursework. Completed a web development course at Southern Labs Institute of Technology, sponsored by British Columbia Institute of Technology, enhancing proficiency in HTML5, CSS, and PHP.

Currently pursuing advanced studies in cybersecurity and visual communications with British Columbia Institute of Technology, further expanding knowledge and skills in cutting-edge technologies. Demonstrated ability to excel in dynamic environments, manage diverse responsibilities, and collaborate effectively within teams.

## EDUCATION BACKGROUND

**Cyber Security** - Southern Labs  
Institute of Technology  
  
Year Obtained: **in progress**

## WORK EXPERIENCE

### Personal Assistant – ITU Golf Wear

May 2023 – Present

- ❖ 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.

### Client Liaison and Website Maintenance – ITU Golf Wear

February 2022 – April 2023

- ❖ 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.

### Store Assistant - Shoprite

2022 - 2023

- ❖ Provided superior client support throughout the order process, ensuring timely delivery and customer satisfaction.
- ❖ Managed and updated product listings on the website, contributing to a user-friendly online shopping experience.
- ❖ Implemented effective communication channels between clients and internal teams, facilitating seamless order processing and fulfilment.

### Marketing Assistant - The African Pot Market

April 2021 – December 2021

- ❖ Utilized data analysis skills to derive actionable insights, informing strategic marketing decisions and campaign refinements.
- ❖ Implemented innovative marketing automation tools, streamlining workflows, and enhancing overall efficiency.
- ❖ Collaborated with cross-functional teams to enhance website functionality and user experience, resulting in increased traffic and engagement metrics.

## Introduction to Web

**Development** - Southern Labs

Institute of Technology

Year Obtained: **2023**

## Diploma Software Development -

Rosebank College

Year Obtained: **2022**

**Sci-Bono ICT Academy** - Rosebank College

Year Obtained: **2018**

### Modules:

- 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)

## National Senior Certificate -

KwaMhlanga Senior Secondary School

Year Obtained: **2017**

### Subjects:

Mathematics| Geography| Life Sciences| English First Additional Language| Physical Sciences| Life Orientation| Sepedi Home Language

## Social Media Marketer - Mpheshane

February 2021 – June 2021

- ❖ Developed and executed comprehensive social media strategies, leading to a significant expansion of the brand's online reach and audience engagement.
- ❖ Generated compelling and visually captivating content, driving user interaction and brand loyalty across multiple platforms.
- ❖ Monitored and analyzed social media analytics, leveraging insights to optimize content performance and campaign effectiveness.

## Personal Assistant - Plated on Thyme

March 2021 – April 2021

- ❖ Elevated brand presence across social media platforms, resulting in a measurable increase in online engagement and customer interaction.
- ❖ Orchestrated seamless catering events, ensuring client satisfaction, and fostering long-term relationships with vendors.
- ❖ Efficiently managed client inquiries and feedback, demonstrating a high level of professionalism and responsiveness.

## Tutor - Tswelelang Senior Primary School

January 2020 – March 2020

- ❖ Enhanced students' computer literacy skills, fostering a technologically adept learning environment.
- ❖ Received positive feedback from both students and faculty for the engaging and effective teaching methods employed.

## REFERENCES

Available upon request.

PROFESSIONAL SKILLS

- **Communication Skills:** Verbal & Non-Verbal
- **Strong Problem-Solving Abilities**
- **Effective Time Management**
- **Analytical Skills**
- **Technical Skills**
- **Teamwork and Collaboration**
- **Adaptability**
- **Problem Solving Skills**
- **Able to work under pressure**
- **Leadership Skills**
- **Multitasking skills**

PROGRAMMING LANGUAGES

- ❖ **Experienced In Programming Languages:**
  - including HTML5, CSS, PHP