

SUMMARY

I am an organized and dependable candidate with a positive attitude, skilled at managing multiple priorities and eager to take on new responsibilities to achieve team goals. I am particularly interested in roles that offer on-the-job training and opportunities for professional growth. With strong technical skills in PHP, Java, C#, Visual Studio/Code, and SQL, I am well-prepared for a graduate program or full-time position where I can make meaningful contributions. I am excited to bring my skills to your organization and support its commitment to excellence.

EDUCATION

IIE MSA

Bachelor's Degree in Computer and Information Science (Honours)
2024

IIE MSA

Bachelor's Degree in Computer and Information Science
2021 – 2023

SKILLS

Technical Skills

- C#, Java, Python, HTML, CSS & JavaScript
- SQL

Soft Skills

- Analytical Skills
- Communication
- Problem Solving
- Critical Thinking
- Collaborative Team Player
- Willingness to Learn
- Industrious
- Presentation Skills

REFERENCES

Erica Viviers

IIE MSA Senior Residence Officer
Phone: (+27) 60 489 8090
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Vezubuhle Vezi

IIE MSA Career Centre Coordinator
Phone: (+27) 84 563 8969
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PROFESSIONAL EXPERIENCE

Resident Assistant

IIE MSA | 2024 – Present

- Address and resolve resident complaints about cleaning promptly
- Capture students data into the yearly files and spreadsheet
- Assist with daily queries and handle administrative tasks which include proposing of ideas for residence portfolios, report on events and functions, and compile monthly reports and meeting minutes
- Collect data through surveys, use the feedback and analyze it to discover trends and make suggestions to improve the residence
- Attend staff training sessions before each semester and as needed

Career Centre Vice Chairperson

IIE MSA | 2023

- Events planning and Coordination
- Spread awareness of the IIE MSA Career Centre platform and workshops taking place on campus

Tutoring

IIE MSA | 2023

- Tutor Java programming and Web development (including Graphical Presentation of Data)

HOBBIES

- Develop Websites for Small Businesses Without an Online Presence
- Manage my E-commerce Store
- Java, C#, and Web Development Tutor