

Contact

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Web Page

wdavids7.github.io/

Portfolio

github.com/wdavids7/portfolio

Education

📅 Apr 2022 – Mar 2023

Certificate: Software Development
CodeSpace Academy

📅 Jan 2020 – Dec 2020

Certificate of Photography
Certificate of Graphic Design
STUDIO7 School of Photography & Design

📅 Apr 2017 – Sep 2017

Certificate of Tourist Guiding
Cape Academy of Guiding Services

📅 Apr 2016 – Mar 2018

Certificate of volunteering
South African National Parks Ranger
Program

📅 May 2011 – Aug 2011

Certificate of Microsoft Office Suite
(Introduction, Intermediate & Advance)
PSF Training Solutions

📅 Jan 2005 – Dec 2007

Diploma of Internet Engineering
Rosebank College

📅 2002

Graduated
Rocklands Senior Secondary

📅 2000

Certificate of Computer Literacy
Rocklands Senior Secondary

Warda Davids

Junior Frontend Developer

Profile

I have over 10 years of experience in group risk insurance, with a proven track record in various roles such as installations, terminations, data and recons and claims administration. I am also an insightful freelance graphic designer and photographer with 2 years of experience in InDesign, Illustrator, Lightroom, and Photoshop. I am a results-driven achiever with strong interpersonal skills and a proven ability to work effectively as part of a team. I am also motivated, self-starter, and creative problem-solver capable of coordinating numerous time-sensitive projects.

I am a volunteer training facilitator for the South African National Parks Volunteer Ranger Program and responsible for recruiting, developing, and training successful candidates. I am passionate about conservation and enjoy being outdoors. In my free time, I enjoy hiking and giving back to my community.

Experience

📅 Jan 2021 – Current

Freelance Photographer

Purpose of role: I have photographed high-quality images for both print and online distribution. All images are processed through Adobe Lightroom and Photoshop.

📅 Jan 2021 – Current

Freelance Graphic Designer

Purpose of role: I have developed and implemented label designs for existing and new product packaging. I have also designed six small business logos, including business cards. I have worked with clients to gather and define requirements, establish scopes, and manage project milestones. Additionally, I have developed creative designs for marketing packages, including print materials, brochures, banners, and signs.

📅 Jul 2012 – Mar 2020

Installation Administrator – MMI Holdings (Momentum Corporate)

Purpose of role: The role provided accurate administrative support for the installation of New Business and Benefit Improvements onto the Momentum Corporate operating system, in accordance with relevant service level agreements.

This allowed for the effective execution of retirement fund administration in line with business, legislative, and industry requirements, ultimately improving the overall client experience.

Additionally the role included data capturing, answering inbound calls from brokers and providing them with information or assistance, making outbound departmental calls, and responding to emails.

Programming Skills

HTML – 70%

CSS – 65%

JavaScript – 33%

Bootstrap – 55%

PHP – 30%

MySQL – 30%

Vue.js – 23%

Professional Skills

Communication: This includes written and verbal communication skills, as well as the ability to listen effectively.

Problem-solving: This includes the ability to identify and analyze problems, as well as develop and implement solutions.

Critical thinking: This includes the ability to think logically and analytically, as well as the ability to evaluate information and make sound decisions.

Teamwork: This includes the ability to work effectively with others, as well as the ability to share ideas and collaborate on projects.


Organizational skills: This includes the ability to manage time effectively, as well as the ability to prioritize tasks and stay on track.

Technical skills: This includes proficiency in specific software programs or hardware, as well as the ability to learn new technologies quickly.


Adaptability: This includes the ability to adjust to change and new situations, as well as the ability to learn new things quickly.

Creativity: This includes the ability to generate new ideas and solutions, as well as the ability to think outside the box.


Experience Continues

 **Sep 2011 – Jun 2012**

Termination Administrator – MMI Holdings (Momentum Corporate)
Purpose of role: To provide an effective and efficient service to clients by receiving, evaluating, and responding to enquiries timeously.


 **May 2008 – Aug 2011**

Data & Recon Administrator – MMI Holdings (Momentum Corporate)
Purpose of role: To maintain the integrity of Momentum's membership and business partner data by accurately and timeously: update, correct, and reconcile membership, premiums, client, broker, and service provider data using various database programs. I was responsible for answering inbound calls from clients, providing them with information or assistance, making outbound calls to clients and interdepartmental, and responding to emails. Additionally, I collaborated with other departments to resolve client queries.

 **May 2007 – Apr 2008**


Fund Administrator – MMI Holdings (Momentum Corporate)
Purpose of role: To accurately process retirement and withdrawal claims via the AS400 system and provide fund administration services within agreed service levels made with clients and internal and external stakeholders, ensuring that client expectations are managed. This was achieved by answering inbound calls from clients and providing them with information or assistance, making outbound client and departmental calls, data capturing, and responding to emails. Additionally, the role included collaborating with other departments to resolve client queries.

Volunteer Experience

 **Apr 2017 – Current**

South African National Parks (SANParks) – Volunteer Training Facilitator

Purpose of role: Design and coordinate programmes aimed at the protection & conservation of cultural & natural heritage. Facilitate practical nature skills, including mountain guiding, first aid training, local wildlife and botanical identification.

 **Apr 2016 – Current**

South African National Parks (SANParks) – Volunteer Ranger

Purpose of role: Protection & conservation of the cultural & natural heritage of Table Mountain National Park

 **2011 & 2019**

Volunteered for habitat for humanity
Habitat For Humanity South Africa

References

Available on request