

Yarlin Lynn

SA, Cape Town 7405 · 084 633 3377 · yarlinlynn@gmail.com · [GitHub](#) · [Portfolio](#)

JUNIOR FRONTEND DEVELOPER

Aspiring and motivated Junior Frontend Developer with a strong ability to bring creative designs to life using relevant technologies. Passionate about writing clean, reusable, and functional code while ensuring accessibility across multiple devices. Adept at providing innovative solutions and contributing effectively to projects and team collaboration.

SKILLS

- **Coding:** HTML, CSS, JavaScript, Vs Code, Responsive Design
- **Computer Literacy:** Gmail, Email Correspondence, Research, MS Word, MS Excel
- **Work Ethic:** Collaboration, Organization skills, Diligent and proactive, Office Etiquette, Communication

CERTIFICATION AND EDUCATION

Responsive Web Design

FreeCodeCamp

June 2023

Bachelor Degree, National Senior Certificate

Kensington High

December 2017

JavaScript Algorithms & Data Structures

FreeCodeCamp

June 2024

Higher Certificate in Business Administration

TSIBA Academic Department

November 2022

PROFESSIONAL EXPERIENCE

Administrative Office Assistant & Receptionist - Ridon Communication

July 2022 - February 2023

- Served as the primary contact for deliveries and incoming calls, ensuring seamless operations.
- Directed incoming calls via the switchboard, ensuring accurate routing and prompt communication with relevant parties.
- Executed personal and professional errands for the employer, including package collection and delivery.
- Fostered clear, effective communication with colleagues while supporting collaborative tasks and responsibilities.
- Supported company events and promotions, demonstrating flexibility by working extended hours or overtime as needed.
- Monitored and maintained accurate records of office supplies, ensuring optimal organization for daily operations.
- Assisted colleagues by moderating and printing certificates, facilitating efficient workflows.
- Supervised the bottling of wine in tubes for sampling and distribution purposes.
- Managed morning office routines, including preparing coffee for the employer and maintaining a clean, organized workspace
- Prepared and packaged wines for clients and promotional events, ensuring accurate labelling and secure packaging.

Sales Assistant – Geo by George

April 2019 - September 2019

- Opened and closed the store, ensuring a clean, organized, and welcoming environment for customers and staff.
- Operated the Yaco machine to process transactions efficiently, enhancing the customer shopping experience.
- Monitored inventory and track pricing changes, sales, and discounts to provide accurate and up-to-date information.
- Managed the presentation of clothing by arranging and aligning items on racks and shelves for optimal display.

COURSES

Diploma in Website Development

- Alison: CPD Certified

Completed May 2023

PROJECTS

- Skincare eCommerce Website - [View Website](#)
- Multi-Page Space Tourism - [View Website](#)

INTEREST IN LEARNING: jQuery, Node.js, React, Tailwind, NEXT.js, GSAP, WordPress