Shemené Soois

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My GitHub page: https://github.com/Shemene

Objective: A highly motivated Information Systems graduate with eight years of administrative experience at North West University based in South Africa Potchefstroom, currently undergoing an intensive web development bootcamp through shecodes.io. Seeking opportunities to leverage my skills in web development, bring a fresh perspective to the field, and contribute my diverse expertise.

Education:

- Bachelor of Science in Information Systems - [Heriot-Watt University], [Edinburgh, UK] [2012 Started] - [2015 Completed]
- SheCodes Basic course[https://www.shecodes.io/graduates/97307-shemene-soois], [Online] [September/ 2023 Started] - [October/2023 Completed]
- SheCodes Plus course [https://www.shecodes.io/graduates/97307-shemene-soois/], [Online] [September/ 2023 Started] - [October/2023 Completed]
- SheCodes Responsive [https://www.shecodes.io/graduates/97307-shemene-soois], [Online] [November/2023 Started] - [Current]
- Post Graduate Diploma in Management - [North West University], [Potchefstroom] [2018 Started] - [2019 Completed]
- Video Editing: Certified Adobe Premiere Pro Professional
- Leadership: Certificate in Women in Leadership - Case Western University

Project Description: Weather App with API Integration

Visit project: https://weather-app-final-shemene.netlify.app/

Objective: To create a user-friendly web-based weather application that dynamically fetches and displays weather data from an external API.

Technologies Used:

- **HTML**
- **JavaScript:**
- **CSS**
- **Bootstrap**

Key Features and Functionality:

- **API Integration:**

- **Dynamic Content**
- **User Interaction**

Outcome: The weather app successfully provided users with an intuitive interface to check real-time weather information based on location input. The combination of HTML, JavaScript, CSS, and Bootstrap resulted in a functional, visually appealing, and responsive web application that enhanced user experience while accessing weather data.

Project Description: Personal Portfolio Website

Visit Site, site is incomplete as i am currently working on it :
https://shemene.github.io/Portfolio-website/

Objective: To design and develop a professional and visually appealing portfolio website showcasing personal achievements, skills, and projects.

Technologies Used:

- **HTML**
- **CSS**
- **JavaScript**

- **Axios for API integration**

Key Features and Functionality:

- **Responsive Design**
- **Portfolio Showcase**
- **Interactive Elements**
- **Visual Design**

Outcome: The portfolio website serves as a comprehensive showcase of my skills, accomplishments, and projects, presenting a professional online presence to potential employers, clients, or collaborators. The use of HTML, CSS, and JavaScript resulted in a responsive, visually engaging, and user-friendly website that effectively represents my personal brand and capabilities.

Relevant Experience: Administrative Assistant - North West University], [Potchefstroom] - [2015r Started] to [Current 2023]

- Coordinated administrative tasks, managed schedules, and provided support to various departments.
- Finance, quotation, invoicing, follow up on outstanding balance.
- Developed strong organisational and communication skills through interaction with diverse stakeholders.
- **Organization:** Efficiently managing schedules, appointments, and various administrative tasks.
- **Communication:** Clear and concise communication with colleagues, clients, and stakeholders, both in person and through written correspondence.

- **Time Management:** Prioritizing tasks, meeting deadlines, and multitasking effectively in a fast-paced environment.
- **Attention to Detail:** Maintaining accuracy in records, reports, and administrative documents.
- **Customer Service:** Aiding and support to individuals both in person and over the phone/email.
- **Problem-Solving:** Addressing and resolving issues or challenges that arise in day-to-day operations.
- **Team Collaboration:** Working collaboratively with colleagues and departments to achieve common goals.
- **Adaptability:** Flexibility in handling different tasks and adapting to changing priorities.
- **Computer Skills:** Proficiency in using various software applications such as Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and possibly other specialized software relevant to administrative tasks.
- **Confidentiality:** Maintaining discretion and handling sensitive information with confidentiality.
- **Financial Record-Keeping:** Maintaining financial records, such as filing invoices, receipts, and financial documents for easy access and reference.
- **Billing and Invoicing Support:** Assisting with the preparation and processing of invoices, billing statements, or financial reports.
- **Vendor Communication:** Interacting with vendors or suppliers regarding payments, invoicing discrepancies, or general financial inquiries.
- **Assisting with Purchase Orders:** Supporting the creation, tracking, and processing of purchase orders, ensuring accuracy and adherence to budget guidelines.
- **Data Entry and Spreadsheet Management:** Updating and maintaining financial spreadsheets or databases with relevant financial information.

Small business:

- **Small Business: Founder and Operator** - [5 Am Media], [South Africa] - [established in 2017] to Present.
- Successfully managed a small business specialising in video editing and photography.
- Provide creative services to clients, ensuring high-quality deliverables within specified timelines.
- I also have a YouTube Channel where I talk about video editing for fun. (Hobby)

Skills:

- Web Development: HTML, CSS, JavaScript
- CSS frameworks: Bootstrap,
- Programming Languages: JavaScript
- Problem Solving: Developed through administrative roles.
- Communication: Strong verbal and written communication skills
- Team Collaboration: Experience working collaboratively on projects.
- Video Editing: Proficient in Adobe Premiere Pro
- Photography: Portrait and event photography

- **Organisational Skills:** Managing multiple courses simultaneously, coordinating schedules, and ensuring resources are allocated efficiently.
- **Communication Skills:** Effectively conveying course information, responding to inquiries, and liaising with instructors, participants, and administrative staff.
- **Customer Service:** Aiding participants, addressing concerns, and ensuring a positive experience throughout the course duration.
- **Logistics Management:** Organising venues, equipment, materials, and resources required for courses, ensuring everything is in place for smooth operations.
- **Record-Keeping:** Maintaining accurate records of participants, attendance, assessments, and course evaluations for future references.
- **Problem-Solving:** Addressing unexpected issues that may arise during courses, such as scheduling conflicts, technical difficulties, or participant concerns.
- **Attention to Detail:** Ensuring administrative processes, paperwork, and documentation are accurate and compliant with regulations or policies.
- **Time Management:** Juggling multiple tasks, adhering to deadlines, and efficiently managing administrative duties related to course logistics.
- **Adaptability:** Flexibility to accommodate changes in course schedules, materials, or participant needs while maintaining the quality of course delivery.
- **Team Collaboration:** Working collaboratively with instructors, support staff, and other administrative personnel to ensure courses run smoothly.
- **Problem-Solving:** Ability to identify issues, debug code, troubleshoot errors, and implement solutions to ensure the functionality of the web application.
- **Critical Thinking:** Analysing requirements, conceptualizing solutions, and making decisions on the architecture, design, and functionalities of the web app.
- debugging to ensure the web app functions correctly and meets quality standards.
- **Project Management:** Planning, organising, and executing tasks effectively, managing timelines, and ensuring project goals are met during the development lifecycle.
- **Collaboration and Communication:** Working in a team environment, effectively communicating ideas, progress, and issues with team members or stakeholders.

Languages:

- English
- Afrikaans