

# NOZIPHO MTSHALI

---

9A Margaret Ave, Buccleuch, 2090 ■ +27 83 317 1050 ■ [Nozipho969mtshali@gmail.com](mailto:Nozipho969mtshali@gmail.com) ■  
<https://github.com/nozipho969> ■

## FRONT END DEVELOPMENT ENTRY LEVEL

---

**PERSONAL STATEMENT** Aspiring computer programmer with a passion for innovative solutions and a solid foundation in coding principles. Excited to contribute to technology projects with a commitment to accuracy and quick learning. Proficient in coding basics(HTML5, CSS3, JavaScript) and enthusiastic about expanding skill set in a dynamic team environment.

## AREAS OF EXPERTISE

---

GitHub weather project: <https://github.com/nozipho969/coding-coding-weather-app>

Hosted on Netlify: <https://noziweatherapp.netlify.app>

Basic Web Development Utilizing JavaScript - Hyper Text Markup Language - -Cascading Style Sheets -  
Version Control Git/Github - Hosting on Netlify - API Integration

## SKILLS & COMPETENCIES

---

- **Personal Skills:** Adaptability , Problem Solving, Collaboration, Innovative and Strong Critical Thinking Skills.
- **Communication Skills:** Proven ability to communicate effectively in English, IsiZulu, SeSotho, IsiXhosa, Sepedi, both orally and in writing, generally and on technical subjects.
- **Driver's License:** Code 10 (C1).
- **Systems Utilization and Technology Skill:** Proficient use of Coding Editors: Visual Studio Code, Code Pen & Microsoft Office Suite (Word, Excel, PowerPoint).

## SELECTED ACHIEVEMENTS

---

- Provided high-level administrative support and managed organizational policies and procedures.
- Drove customer loyalty initiatives and productivity gains through effective and efficient customer relationship management.
- Provided exceptional support to managers and co-workers, hence increased the overall efficiency.
- Provided backup administration support to other departments, which was highly admired.

## PROFESSIONAL WORK EXPERIENCE

---

**HEALTH AND SAFETY SUPPORT | TEACHER'S ASSISTANT**  
2021

June 2020 – June

**Hector Peterson Primary School**

**Main Duties and Responsibilities:**

- Utilized strong critical skills to respond efficiently to rapid changes in learner and educator conditions in classrooms and school premises.
- Sanitised & screened learners, visitors and school employees.
- Ensured that all persons entering the school premise had PPE's available and the pupils.
- Assisted the school with capturing of data and ensuring that data is captured.
- Accurately on the SASAMS (South African School Administration Management Systems).
- Liaised with the department of education to enforce COVID-19 regulations within the school premises.
- Reviewed and convinced the school management to outsource cloth mask and provide all pupils instead of using the surgical masks that needed to be changed more often which costed the department heavily on delivering surgical masks timely.
- Monitored that all pupils, staff and visitors followed COVID-19 protocols.
- Scrutinized all visitors for relevancy to prevent too much movement within the school.

**GENERAL ADMIN ASSISTANT  
2017**

**January 2017- June**

**Soweto Cheshire Disability Home  
Main Duties and Responsibilities:**

- Provided assistance and support to social workers with the promotion of social change, problem solving in human relationships and the empowerment and liberation of people to enhance social well-being under the guidance and supervision of the social worker.
- Conducted and presented self in accordance with organization expectations and ethics.
- Performed general office duties including switchboard operation, routing calls/messages to relevant staff, welcomed office visitors and alerted staff on scheduled appointments.
- Executed record filing system to improve document organization.
- Welcomed & aided office visitors; screening registration.
- Delivered & demonstrated excellent client services.
- Accurately and timeously captured client information on record.

#### **EDUCATION & PROFESSIONAL CERTIFICATIONS**

---

- **Introduction to Coding** - SheCodes – 2023
- **B.A Welfare Science** - University of South Africa - 2018
- **National Senior Certificate** - Ndalela High School – 2014

#### **REFERENCES**

---

1. **Mduduzi Sthole** -Tech Mentor - +27-71-023-3276
2. **Ms P Mdlalose** -- Hector Peterson Primary School , Head of Department – Cell: +27820834681
3. **Mr S.S Khumalo** - Hector Peterson Primary School, Teacher Assistant – Cell: +27671590718