

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 Pro course [<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:** Utilized HTML to structure the content and layout of the web application. Elements such as headers, forms, and containers were created using HTML.
- **JavaScript:** Employed JavaScript to add interactivity and functionality to the weather app. JavaScript interacted with the API, processed retrieved data, and dynamically updated the HTML content to display weather information.
- **CSS:** Utilized Cascading Style Sheets (CSS) to style and design the visual appearance of the weather app. CSS was used for formatting, layout, and visual enhancements such as fonts, colours, backgrounds, and responsive design.

- **Bootstrap:** Integrated Bootstrap, a front-end framework, to enhance the app's responsiveness and create a visually appealing, mobile-friendly interface. Bootstrap's pre-built CSS classes and components facilitated the creation of a consistent and responsive design across various devices.

Key Features and Functionality:

- **API Integration:** Integrated an external weather API (e.g., OpenWeatherMap, WeatherAPI) to fetch real-time weather data based on user input (such as location or ZIP code).
- **Dynamic Content:** Utilized JavaScript to dynamically update the app interface with weather details received from the API. This included displaying information such as temperature, humidity, wind speed, and weather conditions.
- **User Interaction:** Implemented user-friendly features such as search functionality, allowing users to input a location and retrieve the corresponding weather information.
- **Responsive Design:** Leveraged Bootstrap to ensure the app's responsiveness across different devices and screen sizes, enabling a consistent user experience on desktops, tablets, and mobile devices.

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:** Employed HTML to structure the content and layout of the website. HTML elements were used to create sections such as headers, navigation menus, project showcases, about me, contact information, and footer.
- **CSS:** Utilized Cascading Style Sheets (CSS) to style and design the visual appearance of the website. CSS was used for formatting, layout, and visual enhancements, including typography, colour schemes, backgrounds, margins, and padding.
- **JavaScript:** Integrated JavaScript to add interactivity and functionality to the website. JavaScript might have been used for features such as interactive elements, animations, form validation, or any dynamic content updates.
- **Axios for API integration**

Key Features and Functionality:

- **Responsive Design:** Ensured the website is responsive and mobile-friendly using CSS media queries, enabling optimal viewing across various devices and screen sizes.
- **Portfolio Showcase:** Included sections to display projects, skills, work experiences, and educational background in an organized and visually appealing manner.
- **Interactive Elements:** Utilised JavaScript to add interactive elements such as navigation menus, image sliders, contact forms, or any other interactive features to enhance user engagement.
- **Visual Design:** Employed CSS for styling and visual design aspects, such as colour schemes, typography, layout, and overall aesthetics, creating a professional and visually appealing website.

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.
- **Programming Skills:** Proficiency in programming languages such as JavaScript, HTML, CSS, and frameworks or libraries (React) used in web development.
- **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.
- **Web Development Tools:** Familiarity with various development tools, integrated development environments (IDEs), version control systems (e.g., Git), and package managers used in web development.
- **Front-end Development:** Designing and implementing the user interface (UI) using HTML, CSS, and JavaScript to create an intuitive and visually appealing user experience.
- **Back-end Development:** Understanding server-side technologies.
- **API Integration:** Connecting and integrating external APIs (Application Programming Interfaces) to access and utilize external services or data within the web application.
- **Version Control:** Using version control systems like Git to manage code changes, collaborate with team members, and maintain a structured development workflow.
- **Testing and Debugging:** Conducting testing procedures, writing test cases, and 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.
- **Adaptability and Learning:** Embracing new technologies, frameworks, and best practices in web development, and continuously learning to keep up with industry trends.
- **Collaboration and Communication:** Working in a team environment, effectively communicating ideas, progress, and issues with team members or stakeholders.

Languages:

- English
- Afrikaans