

Itumeleng Confidece mohlomi

Web Designer | Graphic Designer | Administrator

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98 govan mbeki street lotus gardens PRETORIA 0008. portfolio: <https://graphicworld.tech/>

SUMMARY

Versatile professional with experience in data entry, web development, graphic design, and creative writing. Proficient in WordPress, WooCommerce, and Canva, with a proven track record of managing online stores, crafting compelling content, and delivering creative projects. Eager to contribute skills in a dynamic organization focused on digital marketing, creative industries, or administrative support.

SKILLS

Web Developer, Graphic Design, Digital Marketing, Creative writing, Administrative skills, SEO specialist

EXPERIENCE

Practical Training in Data Entry and Administration

University of Pretoria, South Africa

[University of Pretoria](#)

03/2024 - 11/2024

Administration and Data entry

- Performed accurate data entry and managed records with attention to detail
- Assisted with administrative tasks, including scheduling and file management
- Reduced data entry errors by 15% through meticulous record-keeping and quality control.

Freelance Web Developer

Pretoria

[Self-Employed](#)

04/2022 - Present

Web developer with Wordpress

- Designed and managed e-commerce websites using WordPress, WooCommerce, and Elementor.
- Implemented SEO strategies to optimize site visibility and user engagement.

Freelance Graphic Designer

Pretoria

[Self-employed](#)

2022 - Present

Graphic designer

- Designed posters, logos, and marketing materials for clients using Canva.
- Delivered visually appealing designs tailored to branding requirements

Author and Blogger

Pretoria

[Self Employed](#)

2018 - Present

Writer

- Authored and self-published multiple non-fiction books and novels
- Created engaging blog posts on topics including [insert key themes, e.g., personal growth, technology, etc.].
- Developed a strong online presence to promote books and blog content.

Scriptwriter

Pretoria

[Self-employed](#)

2016 - Present

Company Description

- Wrote and edited radio scripts and film scripts, focusing on engaging narratives and audience appeal
- Collaborated with clients and teams to bring creative visions to life.

EDUCATION

Matric Certificate

Pretoria

Saulridge high school

2011 - 2018

Ready for Work Program certificate 1-4

Pretoria, South Africa

University of Pretoria

2023

Modern desktop administration

Location

MindLuster

Date period

TRAINING / COURSES

Ready for work program Package 1: Workplace Readiness

Developed professional communication skills, including effective email etiquette and interpersonal interaction. Learned workplace behavior standards, such as punctuality, teamwork, and adaptability.

Ready for work program Package 3: Entrepreneurship and Business Skills

Acquired basic entrepreneurial knowledge, including business planning and market analysis. Learned to identify business opportunities and strategies for launching small ventures.

Ready for work program Package 2: Job Application Skills

Gained expertise in crafting professional CVs and cover letters tailored to specific job opportunities. Practiced interview techniques, including answering common questions and building confidence.

Ready for work program Package 4: Personal Development

Enhanced problem-solving and critical thinking skills for personal and professional growth. Built resilience and self-management techniques to handle workplace challenges effectively.

REFERENCE

Practical Training in Data Entry and Administration

[Stirling Blunden](#)

Supervisor and mentor
email: stirling.blunden@up.ac.za
076 515 7987

2024