

OFENTSE NGATANE

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Professional Summary

I am an accomplished communications expert with a demonstrated history of successfully overseeing and improving web platforms, working collaboratively with diverse teams, and creating innovative communication strategies.

I am an adaptable front-end developer and Corporate Communication Professional who is enthusiastic about designing efficient digital interactions. Drawing from a foundation in social science, I offer a distinctive viewpoint to the tech realm, seamlessly combining empathy with technical expertise. My strength lies in delivering great results while staying updated on the latest technologies and trends in the industry.

WORK EXPERIENCE

CodSoft - Remote

Web Developer (Intern)- November 2023 – Current (Short Term)

As an intern at Codsoft, I am tasked to achieve:

- **Three coding projects:**
 - A Landing Page using HTML and CSS skills while ensuring a visually appealing and user-friendly design
 - A Personal Porfolio using CSS and HTML
 - Calculator using CSS, HTML, and JavaScript, while implementing an interactive interface
- Use version control systems (e.g., Git) to manage and track changes to the codebase
- Be flexible and adaptable to changes in project requirement or technology stack

Gauteng Office of the Premier - Johannesburg

Corporate Communication (Intern)- Jun 2020 - May 2022

In my role as a Corporate Communication Intern, I helped the Communications Department achieve their mandate by diligently working through the below tasks:

- **Website Management:** I have experience in coordinating and developing content for government websites and intranets, demonstrating precision and accuracy. My role involved ensuring the website content was compelling and comprehensive.
- **Weekly Must Read and Special Editions:** Experience in populating, designing, and innovating ideas for

articles. Additionally, I assisted in gathering information quickly for special editions, wrote articles for the intranet, and managed layout.

- **Creative Communication Generation:** I supported the generation of creative communication for new issues within Risk Advisory and the firm. My experience demonstrates my ability to devise strategies and action points for communication-related issues.
- **Collaboration and Liaison:** I worked closely with various teams, demonstrating my ability to collaborate on webinars, newsletters, and other materials. My liaison role within the communication network aligns with the need for consistent and strategic communications.
- **Project Management and Tracking:** I assisted in managing the communication plan for strategy and tracked wins, showcasing my project management skills. My proficiency in media monitoring also aligns with this responsibility.
- **Communication Procedures and Crisis Management:** I cooperated with management to create communication procedures and policies for different situations, highlighting my crisis management skills
- **Promotional Campaigns and Social-Media:** I assisted in producing promotional campaigns for events and conducted copywriting and research for social media posts, articles, and newsletters. My involvement in identifying opportunities for promoting the organization's reputation showcases my proactive approach.

Fende Media - Johannesburg

Content Creator (Podcasts)- Jan 2020 - May 2020

As a content producer, I played a critical of:

- **Market Research and Client Relationships:** I conducted comprehensive market research and gained a deep understanding of industry trends and topics. Additionally, I built and maintained strong business relationships both internally and externally.
- **Efficiency and Adaptability:** Managed my workload efficiently, produced high-quality work within deadlines, and stayed up to date with emerging technologies and best practices. My ability to tailor content and style based on client briefs demonstrates my adaptability.

SKILLS

- **Digital & Social Media Marketing:** Proficient in leveraging social media platforms for strategic communication and promotion.
- **Content Development:** Demonstrated ability to create engaging and relevant content for diverse audiences.

- **Web Development & Administration:** Skilled in website management, CSS, HTML, and JavaScript, ensuring an optimal online presence.
- **Corporate Communication:** Strong background in internal and external communication, crisis management, and reputation building.
- **Project Management:** Experienced in managing communication projects, ensuring timely delivery and achievement of objectives.
- **SEO & Online Analytics:** Knowledgeable in Search Engine Optimization and analyzing online metrics for data-driven decision-making.
- **Microsoft Office & ZOHO CRM:** Proficient in using various software tools for efficient communication and customer relationship management.

EDUCATION

SheCodes Foundation Program (Web Development)- Remote

June 2023 – November 2023

- HTML, CSS, JavaScript, Bootstrap and React.js
- Awarded Certificate after completing a coding project

North-West University- Potchefstroom

BA Social Science - 2018

CERTIFICATION

- **Fundamentals of Digital Marketing** - Google
- **The Ultimate SEO Training 2023 + SEO For WordPress Websites** – Udemy
- **Zoho CRM User Training Course - Beginner to Expert** - Udemy

Check out my most recent project:

[Weather App](#)

[Portfolio](#)

[Landing Page](#)

REFERENCES

Available upon request

