# Ipeleng Pitsi

Pretoria, South Africa
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Link: https://dev-ipelengpitsi.pantheonsite.io/

## PROFESSIONAL SUMMARY

Savvy Instructional designer, web and multimedia professional with relentless drive and high standards for presentation and design aesthetic harnessed over a career of more than 10years. Oversees production and design of web and e-mail collateral. Conceptualizes original website design ideas that bring simplicity and user-friendliness to complex roadblocks.

## SKILLS

**Adobe Creative Suite:**
- Adobe Dreamweaver
- Adobe After Effects
- Adobe Premier Pro
- Adobe Illustrator
- Adobe InDesign
- Adobe Photoshop

**Articulate 360:**
- Articulate Storyline
- Articulate Rise

**Other:**
- Mohive Content Development
- Moodle
- CMS

**Microsoft Office:**
- Microsoft Word
- Microsoft PowerPoint
- Microsoft Publisher
- Microsoft Excel

**Other:**
- HTML 5
- Javascript
- PHP
- Creative Thinking
- Project Management
- Communication and Consulting
- Administration
- Customer Care
- Adobe Acrobat Pro DC

## EXPERIENCE

**AUGUST 2022-CURRENT**
**Administrator**
**Takealot | Nelspruit , South Africa**

- Preparing, organising and storing information in paper and digital form.
- Dealing with queries on the phone and by email.
- Greeting visitors at reception.
- Admin EE Forum Representative
- Development of  weekly report
- Driver dashboard management
- Microsoft Office ( Excel/Word/PowerPoint)
- Customer Care
- Monitoring and communicating with drivers out on the route

# EXPERIENCE

**JULY 2014-CURRENT**
**Multimedia Instructional Designer**
**Freelance | Johannesburg , South Africa**

- Created iterative course content for e-Learning, software simulations and instructor-led courses.
- Supported teachers with well-crafted instructional guides, performance support tools and learning assessments.
- Built materials with consistent branding and standardized presentations across platforms.
- Determined effectiveness of different curricula with knowledgeable assessments based on questionnaires and testing programs.
- Delivered knowledgeable recommendations on course design, delivery options and technological use to department chairs.

**OCTOBER 2016-FEBRUARY 2020**
**E-Learning Multimedia Instructional Design**
**Estudy | Pretoria , South Africa**

- Developed innovative ideas and translated powerpoint based content into E-learning.
- Implemented appropriate methodologies, tools and practices to meet student needs.
- Matched learning solutions to audience needs based on information from business partners.
- Analyzed tasks requiring training by conducting surveys, focus groups and interviews.
- Moved to small group instruction, changed lecture content and added additional demonstrations to help instructors improve results.

**FEBRUARY 2015-NOVEMBER 2015**
**Layout Designer**
**Ndabase Printing Solutions | Pretoria , South Africa**

- Developed prototypes and presented ideas after understanding full design requirements.
- Stayed at forefront of graphic design technology and techniques with continuous research and professional development.
- Optimized layouts by determining sizing and arrangement of each component.
- Enhanced results by developing advanced low and high UPH abilities and integrating new design techniques..
- Achieved project targets with high-quality design work to help clients promote products, services and events.

**OCTOBER 2012-FEBRUARY 2013**
**Graphic And Web Developer**
**Dynatech Information Systems | Durban , South Africa**

- Enhanced applications and improved performance using testing and validations against requirements and performance
- standards.
- Created accessible web front-end user interface for new or existing databases with combination of HTML, SQL and Java.
- Tracked industry changes and integrated innovative techniques into creative web designs.
- Created and managed computer-generated image design projects to minimize cost and meet production deadlines.
- Leveraged multi-software expertise to retouch and manipulate images in support of project objectives.

# EXPERIENCE

**JUNE 2012-SEPTEMBER 2012**
**Data Capturer**
**Statistic South Africa | Johannesburg , South Africa**
- Worked with high accuracy by staying current on software, processes and best practices.
- Verified data accuracy by consistently reconciling work with documentation.
- Enforced compliance with data security policies while handling sensitive documents.
- Minimized errors by contacting document owners to resolve questions, inconsistencies and missing data.
- Compiled reports on unusable information to deliver to manager for review and correction.

# EDUCATION

Diploma in Graphic Design and Web Development
College Campus Pretoria , Pretoria , South Africa

Graduated May 2012

National Senior Certficate (Matric)
Prestige College , Pretoria , South Africa

Completed December 2008

# VOLUNTEER

**MARCH 2009 - NOVEMBER 2009**
**Student Liaison Officer**
**College Campus | Pretoria , South Africa**
- Reached out to prospective students through community events, orientations and academic fairs.
- Facilitated and improved student services in collaboration with campus leadership.
- Assisted individuals with overcoming problems negatively impacting educational and vocational success.
- Prepared students for future educational paths by encouraging learning exploration and persistence in face of challenges.
- Supported students making important educational choices and assisted with selecting courses, scheduling classes and adjusting to school life.

# REFERENCE

**COMPANY: eSTUDY**
- Name :Salome Postumos
- Position: (HOD of Content Development)
- Contact no. +27 (72) 237-1209

**COMPANY: Freelance Client**
- Name : Willard Malaudz
- Position: Videography Client
- Contact no. +27 (76) 782 4068