

Ipeleng Pitsi

Pretoria, South Africa

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website: ipelengpitsi.com

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

- Keep records of invoices and other documents
- Keep fleet records, ensure licences are active and fines are settled timeously
- File personnel records of employees and other relevant documents
- Preparing and capturing of all trip information
- Accurately capture fuel consumption information onto fuel spreadsheet
- Capture and calculate overtime accurately and ensure submission deadlines are met without error
- Complete the milk run summary and regional delivery metrics daily
- Consolidate reports
- Assisting staff with administrative requests
- Handle insurance authorization and administration
- Ensure all CODs are deposited timeously.
- Manage PPE and stationary requirements effectively
- Render customer service to internal and external clients

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 the 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 Certificate (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: Takealot

- Name : Lehlohonolo Mokoena
- Position: Branch Manager
- Contact no. +27 (68) 107 8988

COMPANY: eSTUDY

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

COMPANY: Freelance Client

- Name : Willard Malaudzi
- Position: Videography Client
- Contact no. +27 (76) 782 4068

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