

SIWAPHIWE MBELU

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WORK EXPERIENCE

FEBRUARY 2020 – FEBRUARY 2021

COMPUTER LAB ASSISTANT, WALTER SISULU

- Strategized the Installing of new software and ensuring the network is working properly on 250 computers.
- Part of a team that maintained and fixed 250 computers from two departments.
- Created a platform that assisted 250 students in searching for online study material.
- Performed Trouble-shooting processes on damaged computers at the Centre for Learning and Teaching Department.
- Organized remote assistance for students who wanted to learn how to use Blackboard.
- Achieved a certificate of achievement for demonstrating good problem solving skills and social skills as a Computer lab Assistant in 2020.
- Managed to be part of a team that increased student computer literacy by 20% over the two years.
- Influenced the improvement of 200 student's online learning experience.
- Assisted in Induction workshops for first time entering students.
- Administered week day computer lessons for first year students.
- Created a team that assisted students in applying for student funding.
- Designed posters for CLTD (Center for learning and teaching Department).
- Taught students how to use Microsoft word, Power Point and Excel.

EDUCATION

MAY 2021

ADVANCED DIPLOMA: ICT (Application Development)

WALTER SISULU UNIVERSITY
(In-progress)

MAY 2020

NATIONAL DIPLOMA: INFORMATION TECHNOLOGY (Software development)

WALTER SISULU UNIVERSITY

SKILLS

- Managing Tasks Simultaneously
- Quick adjust to change
- Java, Python and VB.NET
- Collaborative
- Good communication and presentation skills
- deadline orientated
- Innovative thinker and problem solver
- Analytical
- Innovative thinker and problem solver
- HTML, JavaScript, CSS

CERTIFICATIONS

- Issued by Coursera: Data Analysis with Python.
- Issued by Coursera: Excel Basics for Data Analysis.
- Issued by Coursera: Data Visualization and Dashboards with Excel and Cognos.
- Issued by Coursera: Introduction to Cloud computing.
- Issued by Coursera: Introduction to Web development with HTML, CSS and JavaScript.
- Issued by Coursera: Technical Support Fundamentals.
- Issued by University of California, Davis: Fundamentals of Data Visualization with Tableau
- Issued by Walter Sisulu University: Certificate of Achievement for demonstrating good social skills and problem solving skills while using Blended learning methods.