Tennessee Fortuin
Junior Administrative Professional / Full Stack Developer

SUMMARY

A skilled Full Stack Developer with a recent boot camp completion that equipped them with modern technical and digital skills, supplemented by over 10 years of experience in administrative roles which involved office management and data reporting. They possess a strong mix of technical skills including proficiency with Microsoft Office Suite, HTML, CSS, JavaScript, APIs, and a grasp of UX Design and App Marketing. Furthermore, they understand version control through Github, emphasizing their adaptability to contemporary software development practices. Their commitment to improving work efficiency is demonstrated by a 20% reduction in administrative errors and the processing of high-volume data entry tasks at a 90% accuracy rate. With a foundation in computer practices and ongoing full-stack development education, they are well-prepared for roles that demand both cutting-edge coding abilities and proven administrative expertise.

TECHNICAL SKILLS

Main Technical Skills	Office 365, Allure Report, App Service, HTML, CSS
JavaScript Frameworks	AngularJS
JavaScript Libraries and Tools	p5.js
AI & Machine Learning	RAG
Java Libraries and Tools	Schedulers
Data Analysis and Visualization Technologies	Celonis
UI Frameworks, Libraries, and Browsers	CSS, HTML
QA, Test Automation, Security	Allure Report, Usability tests
Project Management & Administration	Creative Product, Problem Solving
iOS Libraries and Tools	MDM
BlockChain and Decentralized Software	NFT marketplace
Third Party Tools / IDEs / SDK / Services	Office 365

Mail / Network Protocols / Data transfer	WebRTC
Other Technical Skills	Data Entry, Enterprise Resource Planning, ERP, Optimism

WORK EXPERIENCE

Reception/Administrative Assistant, Office Management and Event Coordination

Summary: Handled reception duties, scheduled executive meetings, and planned events, contributing to the organization's smooth functioning.
Responsibilities: Reception, scheduling of executive meetings, events planning
Technologies: Microsoft Office Suite
Contract Outbound Service & Admin Staff, Administrative Services and Customer Support

Summary: Managed outbound service and administrative processing tasks, enhancing customer satisfaction and ensuring data accuracy.
Responsibilities: Outbound service, administrative processing
Technologies: Microsoft Office Suite
Teller/Branch Admin/Call Center Agent, Branch Administration and Customer Service

Summary: Operated as a teller managing inquiries, branch administration, and call center activities, improving administrative efficiency.
Responsibilities: Teller services, customer inquiries, branch administration, call center operations
Technologies: Microsoft Office Suite
Inbound Sales Agent/Outbound Agent, Sales Support and Reporting

Summary: In sales-related roles, managed inbound and outbound communication, prepared sales reports, and handled new application entries.
Responsibilities: Inbound sales, outbound communication, switchboard operation, sales reporting, application processing
Technologies: Microsoft Office Suite
Financial Administrator, Financial Security and Compliance

Summary: Ensured secure financial operations by handling authorization for internal and external transfers and compliance with the FICA process.
Responsibilities: Financial transfer authorizations, FICA process compliance
Technologies: Microsoft Office Suite
Student/Trainee, Full Stack Development Boot Camp

DURATION: 2025
SUMMARY: COMPLETED AN INTENSIVE FULL STACK DEVELOPMENT BOOT CAMP TO ENHANCE TECHNICAL SKILLS APPLICABLE TO MODERN DIGITAL BUSINESS OPERATIONS.
RESPONSIBILITIES: LEARNING HTML, CSS, JAVASCRIPT, APIS, DESIGN THINKING, GITHUB, UX DESIGN, APP MARKETING
TECHNOLOGIES: HTML, CSS, JAVASCRIPT, APIS, GITHUB, UX DESIGN, APP MARKETING

EDUCATION

- **Matric**
  2002
- **Intro to Computer Practice**
  South West Gauteng College - PowerPoint, Excel, Word
  2003
- **DEP1A**
  Millpark
  2010
- **Full Stack Development**
  Boot camp
  2025