

# 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

<b>Main Technical Skills</b>	Office 365, Allure Report, Azure App Service, HTML, CSS
<b>JavaScript Frameworks</b>	AngularJS
<b>JavaScript Libraries and Tools</b>	p5.js
<b>AI &amp; Machine Learning</b>	RAG
<b>Java Libraries and Tools</b>	Schedulers
<b>Data Analysis and Visualization Technologies</b>	Celonis
<b>UI Frameworks, Libraries, and Browsers</b>	CSS, HTML
<b>Azure Cloud Services</b>	Azure App Service
<b>QA, Test Automation, Security</b>	Allure Report, Usability tests
<b>Project Management &amp; Administration</b>	Creative Product, Problem Solving
<b>Platforms</b>	ERP
<b>iOS Libraries and Tools</b>	MDM
<b>Blockchain and Decentralized Software</b>	NFT marketplace, Optimism

<b>Third Party Tools / IDEs / SDK / Services</b>	Office 365
<b>Mail / Network Protocols / Data transfer</b>	WebRTC
<b>Other Technical Skills</b>	Data Entry, Enterprise Resource Planning



## **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

