

SYDNEY LEBEPE

lebepe2@gmail.com • 0633529704 • 7798/22 Mitumba street, Johannesburg • github.com/SydneyLebepe

SUMMARY

Experienced data capture specialist with a keen interest in web/app development. Proficient in JavaScript, HTML, CSS, and data management with a proven record of accurately coding and organizing large volumes of information. Enthusiastic about leveraging technical skills and attention to detail to contribute to your company's innovative solutions. Eager to bring expertise in data analysis and problem-solving to the Frontend Developer role.

EXPERIENCE

*Midrand SPCA, **Data Capture & Part-time Receptionist***

May 2024 - Jan 2025

Processed and organized incoming and outgoing correspondence to support administrative operations. Accurately entered and updated data into company databases ensuring high levels of data integrity and confidentiality. Collaborated with team members to improve data entry processes and reception workflows for enhanced efficiency. Scheduled appointments and maintained calendars for staff, optimizing time management and office productivity. Ensured timely and accurate processing of data capture tasks, maintaining database accuracy and reliability. Provided part-time receptionist support by managing phone inquiries and assisting visitors during peak hours. Managed front desk reception duties including greeting visitors, handling phone calls, and directing inquiries appropriately. Entered and maintained accurate data for animal profiles, adoption records, and medical history.

*Ecko WorkWear, **Data Manager***

Jul 2023 - Nov 2023

Developed and maintained comprehensive data management systems to ensure data accuracy and accessibility across departments. Coordinated with IT and other departments to develop and deploy data management tools and software enhancements. Analyzed data trends and generated detailed reports to support strategic decision-making and operational improvements. Ensured compliance with data protection regulations and company policies, safeguarding sensitive information effectively. Managed data integration projects to consolidate disparate data sources, improving data consistency and accessibility.

*Merritt Insurance, **Sales Manager***

Feb 2022 - Sep 2022

Led a sales team in Johannesburg, achieving consistent revenue growth through strategic client acquisition and retention. Managed key accounts and built strong relationships with clients to ensure high customer satisfaction and repeat business. Collaborated with marketing and product development teams to create sales campaigns that addressed customer needs and drove sales growth. Analyzed sales data to identify trends and opportunities, adjusting sales approaches to maximize performance. Trained and mentored sales staff, fostering a high-performance culture and improving overall team productivity. Developed and executed targeted sales strategies to penetrate new market segments, resulting in a 20% increase in regional sales revenue. Monitored competitor activities and market trends to adjust sales tactics, ensuring sustained competitive advantage and meeting quarterly sales targets.

*Ivory Secondary School, **Administrative Assistant***

Jan 2021 - May 2021

Organized and processed incoming and outgoing correspondence, supporting smooth administrative operations. Collaborated with team members to improve data entry and reception processes, enhancing overall office efficiency. Scheduled and maintained calendars for staff members, optimizing time management and resource allocation.

*ZARA, **Stockroom Controller***

May 2018 - Sep 2020

Implemented inventory tracking systems to maintain real-time updates on stock levels and minimize discrepancies. Supervised stockroom staff to maintain organized storage areas and adherence to safety protocols. Conducted regular stock audits and reconciliations to identify losses and adjust records accordingly. Managed stockroom inventory including receiving, storing, and issuing supplies to ensure accurate stock control.

EDUCATION

Intec College

*Diploma • **Paralegal studies** • Feb 2017 - Nov 2021*

FNB App Academy
Fullstack Developer • May 2025 - Jul 2025

Freecode Camp
Fullstack Developer • Apr 2025 - Present

LICENSES & CERTIFICATIONS

Software Engineering Certificate
Forage • Issued Aug 2025

SKILLS

HTML • JavaScript • Data Entry & Management • Office Administration • Problem Solving • Critical Thinking • CSS
• Data Capturing • Google Sheets • UI/UX