

JONATHAN PETERS

Front-End Developer & Operations Specialist

Location: South Africa Phone/WhatsApp: +27 66 119 9255 Email: jonathanpeters051@gmail.com

Portfolio: qms85.github.io/MyPortfolio GitHub: github.com/QMS85 LinkedIn: linkedin.com/in/2jonathanpeters

Professional Profile: Dynamic and multi-skilled professional with expertise spanning Front-End Web Development, UI/UX Wireframing, Financial Advisory, and Administrative Operations. Proven track record of developing modern responsive web interfaces using React and JavaScript, alongside extensive experience in corporate client management, debt recovery, and data analysis.

CORE COMPETENCIES & TECHNICAL SKILLS

Web Tech:	HTML5, CSS3, JavaScript (ES6+), React, Responsive Design	UI/UX Tools:	Figma, Relume Wireframing, Web Optimization & SEO
Analytics:	Google Analytics, Hotjar, Data Review & Quality Control	Business Skills:	Client Relationship Management, Financial Advisory, Records Admin

KEY PROFESSIONAL EXPERIENCE

Administrator & Front-End Web Developer – Digital Divide Records (Pty) Ltd 07/2022 – 01/2026

- Architected, developed, and maintained web interfaces using React, JavaScript, HTML5, and CSS3.
- Designed low and high-fidelity wireframes using Figma and Relume to elevate user experience (UX).
- Configured Google Analytics and Hotjar tracking to evaluate visitor behavior and optimize site performance.
- Executed technical SEO optimizations including meta structure overhaul to boost search indexing.
- Managed social media strategies (LinkedIn, Facebook), digital audio production, and operational administration.

Field Interviewer – Kantar Market Research Surveys 04/2015 – 02/2020

- Conducted face-to-face field interviews, upholding strict data integrity and respondent confidentiality protocols.
- Established strong rapport with diverse demographics to capture accurate, unbiased qualitative and quantitative data.
- Audited survey dataset outputs for errors and anomalies prior to formal database transmission.

Financial Advisor – Metropolitan 03/2014 – 06/2015

- Built and managed a high-value client portfolio through structured risk and goal-based financial assessments.
- Formulated customized investment, retirement, and insurance strategies in alignment with regulatory standards.
- Maintained client retention through scheduled reviews and macroeconomic advisory updates.

Debt Collections Specialist – OVAG International 04/2014 – 01/2015

- Managed outbound call volumes to recover past-due accounts while ensuring strict legal compliance and professional empathy.
- Negotiated structured repayment arrangements adhering strictly to credit governance policies.

ADDITIONAL CAREER HISTORY

- Administration Assistant – PG Bison**09/2013 – 12/2013
 - Streamlined executive scheduling, correspondence management, and internal document filing protocols.
 - Drafted high-level communications, operational reports, and corporate memos for cross-departmental distribution.
- Wireman – RMD Electrical CC**01/2011 – 07/2011
 - Interpreted complex electrical schematics to execute precise component wiring while following health & safety standards.
- Part-Time Crew Member – McDonald's**02/2010 – 08/2011
 - Delivered fast-paced customer service and maintained strict quality control and workstation hygiene standards.
- Administration Assistant – Nedbank**06/2008 – 03/2009
 - Provided operational administrative support to executive leadership; compiled analytical Excel reports and presentations.
- Administration & Call Centre Consultant – Standard Bank**02/2007 – 05/2008
 - Resolved complex client queries under high call volume conditions while performing precision data entry.
- Claims Administrator & Operations Assistant – Liberty & Old Mutual**04/2005 – 02/2007
 - Processed insurance claims via specialized software, managed broker medical communications, and overhauled record systems.

EDUCATION & PROFESSIONAL QUALIFICATIONS

- National Certificate in Financial Services**
Old Mutual & Intec College | Amathuba Learnership Program
- Senior Certificate (Matric)**
Eldorado Park Secondary School – English (HG), Afrikaans (HG), Mathematics, Physical Science, Geography, Biology

DEVELOPER CERTIFICATIONS

- Responsive Web Design**
freeCodeCamp Verified Certification
- JavaScript Algorithms & Data Structures**
freeCodeCamp Verified Certification
- Front End Development Libraries**
freeCodeCamp Verified Certification
- Data Visualization Certification**
freeCodeCamp Verified Certification

PROFESSIONAL REFERENCES

Name	Company / Context	Contact Details
Dirk Mostert	Metropolitan	dmostert@metropolitan.co.za
Jennifer Manuel	PG Bison	jmanuel@pgbison.co.za 044 801 7009
Zenobia Van Heerden	OVAG International	zenobia@ovag.co.za
Carol Cane	Liberty	carol.cane@liberty.co.za
Michael Powell	Siemens	michael.powell@siemens.com
Geraldine Kaptein / Yolandi David	Professional References	078 158 0429 / (044) 873 4032