

C.V Of Jonathan Peters

Contact Information:

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Employment History

Administrator & Front-End Web Developer

Digital Divide Records (Pty) Ltd | 07/2022 – 01/2026

- Managed day-to-day administrative operations
- Social media management: Facebook, LinkedIn,
- Audio mixing & mastering & Graphic design
- Create Wireframes Using Tools Such As Relume, Figma
- Designed, developed and maintained responsive front-end interfaces using HTML, CSS, JavaScript, and React.
- Usage Of Analytics Tools: Google Analytics, Hotjar,
- Optimise Website SEO using meta tags

Field Interviewer

Kantar Market Research Surveys | 04/2015 – 02/2020

- Conducted in-person interviews ensuring accurate data collection and confidentiality.
- Built rapport with respondents to encourage honest feedback
- Review survey data, checking for errors before submission.

Financial Advisor

Metropolitan | 03/2014 – 06/2015

- Built and managed a client portfolio, tailoring financial strategies to individual goals and risk profiles.
- Conducted in-depth assessments and presented comprehensive investment, retirement, and insurance plans.
- Maintained client relationships through proactive check-ins and market updates.

Debt Collections

OVAG International | 04/2014 – 01/2015

- Handled high-volume calls to recover past-due accounts with professionalism and empathy.

- Negotiated payment plans compliant with company policies and legal standards.
- Documented customer interactions and payment arrangements accurately.

Administration Assistant

PG Bison | 09/2013 – 12/2013

- Managed office operations, including scheduling, correspondence, and filing systems.
- Supported senior staff with accurate, timely task completion.
- Drafted emails, reports, and memos for internal and external communications.

Part-time Crew Member

McDonald's | 02/2010 – 08/2011

- Delivered fast, friendly customer service
- Maintained cleanliness of workstations and dining areas.
- Collaborated with team members during peak hours

Wireman

RMD Electrical CC | 01/2011 – 07/2011

- Installed electrical components
- Interpreted blueprints for precise wire routing.
- Followed strict health & safety protocols

Administration Assistant

Nedbank | 06/2008 – 03/2009

- Provided daily administrative support to senior managers and teams.
- Maintained and updated records accurately
- Prepared excel reports, presentations

Administration & Call Centre Consultant

Standard Bank | 02/2007 – 05/2008

- Handled high-volume calls, resolving client inquiries and complaints.
- Managed customer records through data entry and document preparation.
- Balanced call duties with administrative support tasks

Claims Administrator

Liberty | 05/2006 – 02/2007

- Processed and reviewed insurance claims
- Coordinated with clients, supervisors to resolve discrepancies
- Used claims management software to track statuses.

Administration Assistant

Old Mutual | 04/2005 – 04/2006

- Daily office operations, scheduling, and administrative support.
- Organized confidential records, improving retrieval efficiency
- Communicate with Broker Consultants, regarding medicals

Education

- Matric, Eldorado Park Secondary School | 01/2003
 - English (HG – C), Afrikaans (HG – B), Mathematics (SG – C), Science (SG – E), Geography (SG – D), Biology (SG – C)
- National Certificate in Financial Services, Old Mutual & Intec College | Amathuba Learnership
- Responsive Web Design:

https://www.freecodecamp.org/certification/jonathan_peters/responsive-web-design-v9
- JavaScript Algorithms & Data Structures:

https://www.freecodecamp.org/certification/Jonathan_Peters/javascript-algorithms-and-data-structures-v8
- Front End Development Libraries:

https://www.freecodecamp.org/certification/Jonathan_Peters/front-end-development-libraries
- Data Visualisation:

https://www.freecodecamp.org/certification/Jonathan_Peters/data-visualization

References

- Geraldine Kaptein | 078 158 0429
- Dirk Mostert | dmostert@metropolitan.co.za
- Jennifer Manuel | jmanuel@pgbison.co.za | 044 801 7009
- Zenobia Van Heerden | zenobia@ovag.co.za
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