

## **Nontobeko Nkosi**

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### **Summary**

Experienced Marketing Coordinator, with a proven track record of managing campaigns from start to finish, and over six years of diverse experience in marketing strategy development and execution. Proficient in Adobe Creative Suite, PowerPoint, Canva, and Figma, I excel in creating visually captivating content and presentations that resonate with target audiences.

My skills extend to administrative tasks, including event management, purchase order management in SAP, and campaign logistics. Since 2020, I have been effectively managing campaigns remotely, leveraging technical knowledge and marketing expertise to ensure seamless communication with agencies and alignment with brand objectives.

Holding a Diploma in Software Development and currently pursuing an Advanced Diploma program at Rhodes University, I bring a unique blend of technical and marketing skills to optimize campaign performance and drive impactful results. I am proactive, detail-oriented, and thrive in fast-paced environments, committed to delivering excellence in all aspects of marketing coordination.

### **Area of Expertise**

Technical Skills: Adobe Creative Suite, MsSuite, SAP, Social Media, Figma

Soft Skills: Attention to detail, Time management, Adaptability, Communication, and Organisation.

Certificates:

- Adobe Certified Professional: Graphic design & Illustration using Adobe Illustrator
- Adobe Certified Professional: Visual design using Adobe Photoshop
- Adobe Certified Professional: Visual design

### **Career Experience**

Salesforce Admin Intern, BCX, 02/2018 - 01/2019

- Created and managed user profiles, ensuring appropriate access levels within the Salesforce platform.
- Conducted quarterly database maintenance reports to uphold data integrity

and accuracy.

- Imported new leads and contacts, contributing to enhancing the sales pipeline.

Web Development Intern, Cape Innovation and Technology Initiative, 04/2019 – 05/2019

- Executed front-end web development tasks, focusing on enhancing user experience and interface design.

Marketing Coordinator, BCX, 06/2019 - 08/2022

- Orchestrated marketing activities, ensuring alignment with brand guidelines and objectives.
- Spearheaded internal design projects and video creation, maintaining consistency across digital platforms.
- Provided vital assistance in event management and execution, contributing to the success of promotional initiatives.
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Digital Assistant, BCX, 09/2022 – March 2024

- Engaged in marketing administration, encompassing PR activities, photo gallery maintenance, and report compilation tasks.
- Created captivating video content using Adobe Premiere Pro and Rush, showcasing creativity and innovation.
- Leveraged graphic design expertise in Photoshop, Illustrator, and InDesign to produce visually appealing assets.
- Managed invoice capture through SAP, ensuring accurate financial documentation.
- Developed impactful PowerPoint presentations and provided social media assistance to enhance online presence.

**Educational Achievements:**

Diploma Software Development, Rosebank College, 2022

Educational journey in Information Technology and Software Development, showcasing a strong foundation in various modules such as Analytical Techniques, Business Communication, Programming, Database Management, Human-Computer Interaction, and Web Development. Completion of modules with notable achievements in areas like End User Computing, Programming Logic and Design, and IT Project Management.

Rhodes University, Advanced Diploma in Business Analysis, 2024- 2025

This diploma delves into various aspects of business analysis, including requirements gathering, process modeling, data analysis, and solution design. Students understand industry-standard methodologies and tools used in business analysis through theoretical learning and practical application.

**References:**

- 1. Name:** Theolan Govender  
**Company:** BCX  
**Position:** Sales Enablement Specialist  
**Tel no:** 083 288 3467
- 2. Name:** Trinesha Naidoo  
**Company:** BCX  
**Position:** Senior Specialist: PR, Corporate and Internal  
**Tel no:** 065 999 3630
- 3. Name:** Melisa Grundlingh  
**Company:** BCX  
**Position:** Senior Specialist: Brand & Agency Management  
**Tel no:** 081 720 3412
- 4. Name:** Joani Myburgh  
**Company:** BCX  
**Position:** Senior Specialist: Sales Enablement  
**Tel no:** 065 999 1630