

Lance James

Personal Information

Email Address: info@lancelotdesigns.co.za

Mobile Number: +27 82 525 6360

Residential Address: 25 Dissel Road, Bonteheuwel, Cape Town, Western Cape

Languages: English, Afrikaans

Driver's Licences: Code 8

Portfolio: <https://lancelotdesigns.co.za/>

Skills

Web Development (HTML, CSS, JavaScript & front-end Frameworks) Digital Marketing, Responsive Web Design, WordPress, WooCommerce, Elementor, E-Commerce, SEO.

Work Experience

Lancelot Designs Pty Ltd

2020 to current date

Job Type: Freelancer

Duties: Design and develop responsive websites using WordPress and Elementor. Manage domain settings, email configurations, and site launches. Optimize website speed, performance, and security. Implement SEO best practices. Perform routine site maintenance and staying up to date with latest trends. Setup Google business profiles. Search and test accounting software for invoicing. Search and test core WordPress plugins. Administration for WooCommerce. Digital marketing fundamentals.

Effzed Aesthetics

2021 to current date

Job Type: Freelancer / Contractor

Duties: Design and develop responsive websites using WordPress and Elementor. Manage domain settings, email configurations, and site launches. Optimize website speed, performance and security. Implement SEO best practices. Perform routine site maintenance and staying up to date with latest trends. Setup Google business profiles. Search and test accounting software for invoicing. Search and test core WordPress plugins. Administration for WooCommerce. Digital marketing fundamentals.

OTD Furniture

2020 to current date

Job Type: Permanent

Duties: manage e-commerce website in WordPress Process orders using WooCommerce plugin. Customer Service. Logistics (capture waybills). Liaise with Suppliers. Manage production & Quality Check output.

LED Lighting SA

2018 to 2019

Job Type: 12-month Learnership **Duties:**

Production Line

Accountabilities include:

Assembly of raw components to make a finished product. Quality control.

Receiving Clerk

Accountabilities include:

Comparing purchase orders with invoices and packaging lists. Inspecting deliveries to ensure they match order and invoice criteria. Receiving and signing for deliveries. Unloading deliveries from trucks. Processing returns for incorrect or unsatisfactory items. Organizing and storing received items in appropriate areas. Updating inventory with received items. Communicating with vendors regarding delays or problems. Maintaining records of orders, delivery details.

Storeman Assistant

Ensuring all products have stock cards. Responsible for regular stock take and investigating any variances. Organizing and storing received items in appropriate areas.

Department Dispatch

Receives finished products from the production line and inspects quality and accuracy of count. Ensure product descriptions align with the job cards. Securing products for distribution.

Reason for Leaving: Contract Expired

Education

Front end Web Development course

Institution: Code Space

Completion Date: 31 January 2018

Subjects: The program gives learners a solid foundation to create functional, interactive web applications and an introduction to mobile web applications. The content of the course includes HTML, CSS, JavaScript, jQuery, NodeJS, front end frameworks, Professionalism, Design Thinking and Leadership.

The Fundamentals of Digital Marketing course

Institution: Google Digital Garage

Completion Date: 1 August 2021

Subjects: SEO, SEM, Mobile Marketing, Web Analytics, Social Media Optimization, Inbound Marketing, Data Analytics

Responsive Web Design course

Institution: FreeCodeCamp

Completion Date: 26 December 2021

Subjects: CSS Grid, CSS Flexbox, Responsive Web Design Principles, Applied Accessibility, Applied Visual Design, Basic CSS, Basic HTML and HTML5