CHOENE FRANS NKOANA

CONTACT DETAILS

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PROFESSIONAL SUMMARY

Reliable, adaptable and hands-on professional with experience in administration, operations support, client service, equipment handling, logistics and technical environments. Experienced in working independently and as part of a team, managing deadlines, coordinating activities, handling equipment and maintaining organised work processes. Computer literate with a National Certificate in IT Technical Support and practical experience with Microsoft Office, data capturing, file management and general office support. Also experienced in travelling to different locations for assignments, working with clients and teams, and ensuring equipment and resources are properly prepared, transported and handled. Seeking opportunities in driving, general work, administration, operations support, logistics, dispatch, technical support or similar roles where reliability, responsibility and a willingness to learn are valued.

KEY SKILLS

- Administrative support & office coordination
- Document and records management
- Data entry and database maintenance
- Scheduling and time management
- Client and stakeholder communication
- Microsoft Office & Outlook
- File organisation and digital asset management
- Attention to detail and accuracy
- Driving & Transportation
- Code 10 Driver's Licence
- PrDP

WORK EXPERIENCE

Kamaroutes Travel Designers

Digital Content Creator & Videographer | Nov 2024 – Present

- Managed multiple projects simultaneously, ensuring timely delivery and adherence to deadlines
- Organised and maintained digital files, media assets, and project documentation
- Coordinated content schedules aligned with campaigns and seasonal priorities
- Communicated with internal teams to ensure alignment on deliverables and timelines
- Maintained consistency in documentation and version control of project files

Astral Studios

Video Editor & Assistant Videographer | Apr 2024 – Aug 2024

- Coordinated workflow between production team members to ensure smooth project execution
- Managed and organised raw and edited files for easy retrieval and use
- Assisted in scheduling and preparation of equipment and production resources
- Maintained clear communication with stakeholders regarding project progress
- Ensured accuracy and quality control in final outputs

Modic
Video Editor | Dec 2022 – Mar 2024

- Maintained detailed records of project revisions and client feedback
- Managed multiple tasks and deadlines in a high-volume work environment
- Organised project files, ensuring proper naming conventions and storage
- Collaborated with team members to align on project requirements and deliverables
- Ensured consistency and accuracy across all project outputs

Louis Cloete Productions
Camera Operator | Sep 2021 - Sep 2021

- Supported equipment management and inventory organisation
- Assisted with preparation and coordination of production setups

VOLUNTEERING EXPERIENCE

New Beginnings 4 All Nations Church
Video Editor & Vision Mixer | Oct 2017 - Present

- Coordinated weekly production schedules and team activities
- Managed and organised large volumes of digital files and records
- Ensured timely delivery of content for online platforms
- Supported planning and execution of live events

EDUCATION HISTORY

Richfield College
National Certificate in IT Technical Support | Jan 2019 - Dec 2019

- Gained experience in data entry and database management
- Assisted with office administrative duties and file organisation
- Provided technical and administrative support to staff

TECHNICAL SKILLS

- General IT Support
- Adobe Creative Suite
- Microsoft Office
- File and records management
- Data entry and database systems