

XILOMBE MICHELLE MKHARI

TECHNICAL WRITER / EDITOR

CONTACT

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EDUCATION

BACHELOR OF ARTS IN
ENGLISH LITERATURE AND
HISTORY

Rhodes University
2021 - 2024

BACHELOR OF THEOLOGY

Faith Bible College
BTh 2021-2023

CERTIFICATES

INTRODUCTION TO TECHNICAL
WRITING

Board Infinity (2024)

PYTHON FOR DATA SCIENCE AI
& DEVELOPMENT

IBM (2024)

PROGRAMMING WITH SCRATCH

Hong Kong University of Science
and Technology (2024)

PROFILE

I am a language lover who has 2 years of experience with editing and writing academic documentation. Over the years I have grown an affinity towards AI and its capabilities in providing solutions for everyday tasks. As an experienced writer and editor with a rich knowledge of text formats and programming languages I look forward to my contributions towards this field.

WORK EXPERIENCE

TECHNICAL EDITOR AND COPYWRITER, SA, CHRIST FAMILY INSTITUTE
2021 - 2023

- Authored, edited and proofread documentation for manuals used in the various courses
- Developed technical user guide for website and student portals
- Collaborated with development teams to ensure accuracy of technical documentation
- developed software-oriented online help systems with HTML, CSS, and JavaScript

GR.12 ENGLISH HL AND HISTORY TEACHER, SA, MAQUBS ACADEMY
2024 - present

- Compiling feedback reports
- Adapting teaching style to the individual needs of learners
- Editing and communicating critical feedback to learners and parents

SKILLS

- Technical Writer
- Documentation creation
- Editing
- Research skills
- Graphic design
- Knowledge in text formats (HTML, JS, CSS)
- Competent understanding of programming languages
 - Python, Java, Scratch
- Communication
- Troubleshooting
- Operating Systems
 - Windows, Linux, IOS
- Languages
 - English, Chinese (Mandarin), Xitsonga