

✉ theowinter71@gmail.com
🚗 Personal vehicle
☎ 078 985 3204
🏠 Klerksdorp
📍 Code 08

Languages

Afrikaans

English

Strengths

Customer Service

Ethical Mindset

Communication Skills

Problem-Solving

Interdisciplinary Knowledge

Research Skills

Skills

Admin

Creativity

Leadership

Problem Identification

Teamwork

Computer skills

Microsoft Office

Canva

Programming

References

Francien Nugent

Supervisor, Allworth Business Solutions
060 525 4734

Emma Durand Canton

Manager, Yokico
016 004 0464

Rinnie Du Plessis

Owner, Sarie se Winkel
083 384 3160

Kyle Winter

Energetic and people focused professional with experience in customer service, sales, admin support, and assisting clients in fast-paced environments. Strong communication skills in English and Afrikaans, passionate about helping people, building positive relationships, and delivering excellent service. Reliable, adaptable, and comfortable working flexible shifts.

Formal Education

Full Stack Development

From January 2025 to March 2025 [Optimi College](#) | [Oracle](#) Distance Learning
All required modules passed.

120 Hour TEFL

From December 2021 to January 2022 [TEFL Universal](#) Online

National Senior Certificate

From January 2019 to December 2021
[Hoërskool Frikkie Meyer](#) Thabazimbi, NP, South Africa
National Senior Certificate Subjects passed:

- Afrikaans Home Language (5)
- English First Additional Language (6)
- Mathematical Literacy (7)
- Information Technology[IT] (6)
- Life Sciences (6)
- Physical Sciences (3)
- Life Orientation (6)

Work Experience

Educator Assistant in ICT

From December 2021 to February 2022
[Hoërskool Frikkie Meyer](#) Thabazimbi, South Africa

Assistant Manager Information Technology Department

From April 2022 to November 2022 [Sarie se Winkel](#) Swartklip, South Africa

Sales Assistant

From February 2023 to January 2024 [Yokico](#) Potchefstroom

Administrative / Client Support Assistant

From April 2024 to April 2025 [Allworth Business Solutions](#) Vanderbijlpark

- Managed client communication and scheduling
- Provided administrative and customer support
- Assisted with problem-solving and office coordination

Founder

Since January 2025 [@kylestudio](#) Remote

- Founded and manage a software development company, creating desktop and web applications tailored for small businesses.

Voluntary experience

Software Support Consultant

From April 2025 to June 2025 [Uniclox](#) Alberton

- Provided technical support to clients, troubleshooting software issues and resolving queries efficiently.
- Assisted with software installation, configuration, and maintenance.
- Guided users on best practices and usage of company software solutions.
- Collaborated with the team to identify recurring issues and improve support processes.

Baker / Sales Assistant

From August 2025 to April 2026 [Elegant Spatula](#) Klerksdorp, NW, South Africa

- Assisted customers and provided friendly service
- Supported daily sales and product promotion
- Helped with store operations in a fast-paced environment
- Assisted with food preparation and presentation