

Burtrim Philander

Web Developer

Wellington, Western Cape 7655

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Work Experience

Project Manager / CRM Development Consultant & Technical Writer

369 Codes-Mississauga, ON

November 2023 to April 2025

As an Application Development Consultant & Technical Writer, I provided strategic guidance to the CEO on the development of applications, ensuring optimal functionality and efficiency.

I conducted in-depth research and authored comprehensive instruction manuals for ERP, CRM systems, and various software modules. Additionally, I played a key role in project planning, creating structured roadmaps to guide developers through the development process.

My expertise extends to web development, specializing in WordPress, direct HTML, and CSS. I designed and maintained websites, including eCommerce and travel platforms, while also performing customization and template creation for systems like Perfex CRM.

Furthermore, I analyzed third-party code, performed modifications, and carried out maintenance for clients' WordPress-based websites.

With a strong foundation in PHP and JavaScript, I collaborated closely with PHP developers to enhance CRM functionalities. In addition to my full-time responsibilities, I leveraged my skills as a freelance developer, taking on projects that required website development, customization, maintenance, and SEO.

Head of design

1Media Digital-Paarl, Western Cape

August 2019 to December 2022

I do graphic designing such as info graphics and UI design also for social media ads when requested and creating video infographics for clients with adobe after effects, photoshop. Assisting SEO specialist with content analysis and content restructuring, article writing, keyword analyzing, keyword research, competitor analysis, google adwords, facebook ads, Optimizing content such as blogs and images and content structuring in clients website for better ranking.

I am responsible for managing my department making sure that deadlines are met and responsible for all maintenance of the company equipment and hiring of new staff and scheduling as well as training interns and maintaining client websites.

Junior Web Developer / Digital Marketer

Intratec Data Recovery-Montague Gardens, Western Cape

February 2019 to August 2019

I did graphic designing such as info graphics and UI design also for social media ads when requested and creating video infographics for clients with adobe after effects, photoshop. Assisting SEO specialist with content analysis and content restructuring, article writing, keyword analyzing, keyword research, competitor analysis, google adwords, facebook ads, Optimizing content such as blogs and images and content structuring in clients website for better ranking.

I was backend as well as a frontend web developer. Fully fluent with HTML and CSS.

Trainee Manager

Shoprite Checkers Meat Markets-Paarl, Western Cape

November 2017 to February 2019

My duties were The same as Branch manager:

Administration

Marketing

Recruiting

Shift scheduling

Ordering

Production / Operational management

Relieving other branch managers

Extra duties were assisting area manager managing branches as well as with administrative duties as his PA.

Recruiter/ Shift Scheduler/ Area Supervisor

COMCO Concord Employment Contractors / Labor Attorney's-Blaauwbergstrand, Western Cape

August 2015 to November 2017

Assisting the operations manager with client liaison. My duties were shift scheduling and managing of staff and supervising all areas where employees were allocated. Investigating theft as well as representing clients / employees assisting lawyers with recording of sessions capturing of data.

Production Supervisor

Winelands Pork Abattoir-Stikland, Western Cape

February 2014 to August 2015

My duties were shift scheduling as well as recruiting and also managing time windows for import and export of animals and carcasses and oval, making sure that overseas clients are happy as well as quality inspection on all oval and managing quality control. Reporting to and assisting, the production manager with administrative duties.

Refuel conciliation clerk / Admin assistant

Barloworld Logistics-Paarl, Western Cape

February 2012 to January 2014

Capturing of trip sheets and calculating fuel expense and driver performances and ordering of fuel also assistant fleet controllers with admin duties as well as scheduling and allocation duties.

Education

English (High School (matric))

Charleston Hill Secondary

Skills

- Video Editing (3 years)
- Microsoft Excel (4 years)
- Musician (10+ years)
- Music Production (10+ years)
- Analytics (5 years)
- HTML (6 years)
- SEO Optimization (5 years)

- Graphic Design (5 years)
- Social Media Marketing (5 years)
- CSS (6 years)
- Digital Marketing (5 years)
- PC Technician (10+ years)

Languages

- Afrikaans - Fluent
- English - Fluent

Certifications and Licenses

Google Digital Skills

May 2022 to Present

The Fundamentals of Digital Marketing

Google Ads Display Certification

January 2022 to Present

Ad management on Google campaigns

Additional Information

References:

1. Mydo Adam (CEO GRID APPLICATIONS LTD / 369 Codes): +1 289 218 9592
2. Juan Schmidt (CEO of 1Media Digital): 0820676985
3. JC (SEO/ Digital Marketing Manager): 0681725169
4. Godfrey (Senior Programmer @ HOST4MARKETING) : 0824901327
5. Niklaas (Owner Niklaas & Nitas Driving School): 0728724573
6. Fida (Owner Mimosa) : 0837873331
7. Ursula (Owner Above & Beyond Nannies) : 0737098874
8. Roger (Owner Paarl Cleaning Services) : 0829272909
9. Magdalena (Owner Practeria) : +447930763396
10. Julio (Owner Rebel Gaming) : +27 83 608 8899
11. Neil Le Fleur (Owner Le Florilège): +27 73 681 8186