MO LINE PHILLIP

Entry-Level IT Professional

CONTACT DETAILS

4573 Rockview, Ruwa
Harare, Zimbabwe

antoniomoline061@gmail.com

+263 78 565 3285/ +263 71 059 7619

LINKS

LinkedIn
https://www.linkedin.com/in/molinephillip

GitHub
https://github.com/molina-lau

SKILLS

- Front-end web development
- System Design and modelling
- Network Troubleshooting and Setup
- Database Management
- Microsoft office suite
- Software and Hardware installation
- **Soft Skills:** Teamwork, Communication, Problem Solving

INTERESTS

- Penetration testing and Vulnerability
- Secure Web Application Development
- Network Security and Threat Prevention

REFERENCES

Mr. T. Masamha
Chinhoyi University of Technology
Phone: +263 773 418 535
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Mrs. R. Chimhena
Chinhoyi University of Technology
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Mrs. V. Nyambaro
Ministry of ICT
Phone: +263 775 315 695
Email: tarivaraidzo@gmail.com

PROFESSIONAL SUMMARY

Detail-oriented and motivated Information Technology graduate with a strong foundation in software development, systems analysis and IT support. Skilled in web technologies (HTML, CSS, JavaScript), database management (MySQL, MongoDB) and producing technical diagrams such as ERDs and system architecture models. Passionate about leveraging technology to solve practical problems. Brings strong problem-solving abilities, a collaborative mind-set and a commitment to continuous learning. Ready to contribute to innovative tech teams and grow within the IT industry.

EDUCATION & CERTIFICATIONS

1. **Bachelor of Science (Hons) in Information Technology**
   Chinhoyi University of Technology, Zimbabwe – June 2025
   PREDICTED: ***(2.1)***

2. **A Level Qualifications(Cambridge)**
   Trust Academy High School
   Passed: Accounts, Mathematics and Business Studies
3. **O Level Qualifications(ZIMSEC)**
   Epworth Secondary School
   Passed 6 subjects including Mathematics, English and Science

PROFESSIONAL EXPERIENCE

Ministry of Information, Communication and Technology – Harare, Zimbabwe
Internship — August 2023 to July 2024

Web Designer Intern

- Assisted in creating responsive, user-friendly website layouts using HTML, CSS, JavaScript and WordPress.
- Designed mock-ups and wireframes using tools like Figma.
- Collaborated with the team to translate requirements into functional web designs.

Intern – Legal Secretary Assistant

- Managed the legal advisor's schedule, including arranging meetings and coordinating communications.
- Prepared and filed legal documents and correspondence.
- Acted as the first point of contact for internal and external stakeholders, handling inquiries professionally.
- Assisted in organizing workshops, seminars and legal meetings to ensure smooth logistical arrangements.

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30 October 2026

The Hiring Resources Manager

RE: EXPRESSION OF INTEREST IN EMPLOYMENT-INFORMATION TECHNOLOGY

Dear Sir/Madam,

I hereby submit my application for an employment opportunity within your organization. I am an enthusiastic and dedicated individual with a background in digital design and technology, equipped with practical skills and a strong commitment to professional development.

My technical competencies include UI/UX design, Web development, system analysis and design, database design, wire framing and prototyping. I have knowledge of system modelling techniques, including Entity Relationship Diagrams(ERDs), Data Flow Diagrams(DFDs), flowcharts and Unified Modelling Language(UML). My capabilities also extend to designing user-centered digital interfaces, developing system structures and understanding database relationship and information management. I am familiar with tools such as Figma, HTML, Css, Javascript, python, mongodb.

I value professionalism, accountability, teamwork and effective communication. My approach to work is guided by a willingness to take responsibility, learn continuously and maintain high standards in the execution of assigned duties.

I am confident that an opportunity within your organization would enable me to apply my existing capabilities, gain further practical experiences and contribute positively to the organization's IT operations and objectives. I would appreciate the opportunity to be considered for a suitable position.

Please find my resume and portfolio attached for your consideration. I would welcome an opportunity to attend an interview and provide further information regarding my qualifications and capabilities.

Thank you for your time and consideration.

Sincerely

Moline Phillip

