

Fabrice Katalay

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• | Java | JavaScript | TypeScript | C++ | C | Google Workspace | • | Conflict Resolution, Empathy, Active Listening, Adaptability. | • | MS Office | Data visualization | Hubspot | Notion | Premiere Pro | Movie Development • | Financial plan & Recoupment plan, Canva | Problem-solving, Communication, Cross-functional Collaboration | French, English, Spanish – *All professional proficiency or above*

Professional Experience

Task Manager **Online** **08/2024**

•, Software Engineering, Data Visualization & Entertainment, Ghostwriting, Social Media Marketing

Financial Consultant **Promised Land Pty Ltd** **Cape Town, WC, SA** **05/2023**

• Designed and implemented automated data collection processes using Python (Pandas, NumPy) and SQL, improving reporting efficiency and ensuring accurate client satisfaction metrics. • Analyzed and synthesized diverse datasets into actionable business insights, enabling senior leadership to make data-driven strategic decisions. • Developed and maintained interactive dashboards using Excel (PivotTables, Macros) and Tableau, effectively visualizing key performance indicators across multiple projects. • Collaborated cross-functionally to integrate data-driven practices into workflows, fostering a culture of informed decision-making and enhancing overall client satisfaction.

Virtual Assistant **Linkedin, Twitter** **Darwin, Australia** **08/2022**

• Designed and implemented automated content creation workflows using Canva and Adobe Creative Suite, enhancing client satisfaction with tailored posters, flyers, and script recaps. • Leveraged tools like Excel and Google Sheets to organize and analyze financial data, providing clients with actionable insights for budget planning and resource allocation. • Developed and maintained dashboards using Tableau and Power BI to visualize key metrics, streamlining decision-making processes for clients. • Organized and prepared virtual meetings via Zoom, efficiently scheduling sessions, documenting key discussions, and providing detailed summaries to support strategic follow-ups. • Consulted on financial planning and content strategies, helping clients align their budgets and marketing efforts with business goals.

Front Desk Manager **Procredit Bank** **Cape Town, SA** **03/2021**

• Led efforts to resolve a major financial challenge, devising and implementing a strategic plan that recovered significant funds and restored full operational services. • Ensured exceptional customer service by welcoming clients warmly, addressing inquiries promptly, and fostering a professional and approachable environment. • Managed day-to-day front desk operations, coordinating with teams to maintain efficient service delivery and enhance client satisfaction. • Collaborated with senior management to streamline operational workflows, ensuring the seamless resolution of customer concerns and the bank's continued growth..

Work Experience

Assistant Director **Promised Land Pty Ltd** **Darwin, Australia** **2021**

• Supported the Director in managing the team. Assisted The Producer and the production crew in creating a pitch deck solution for the investor and approval teams. • Created excel table function into a single budget breakdown for accurate Film Production Fees. Pull Cast fees, crew fees and Business marketing fees of the film and separate them into a worksheet.

Project Manager & Event Planner **Global Brand** **Cape Town, WC, SA** **2021**

• Worked closely with a project manager in creating a Pitch deck for an event. Approached companies for sponsorship and financing. • Created excel table. • Allocated a \$6,500 budget across crowdfunding, marketing, and production efforts, ensuring a 100% on-time delivery. • Conducted data analysis to optimize project resource allocation, resulting in 25% cost saving. • Managed production schedules, using Excel to track milestones and deliverables. • Designed a recoupment plan based on financial data for film revenue forecasting.

Waiter, Barman **Internship** **Cape Town, WC, SA** **12/2019**

• Assisted to work in a bar as a waiter in a night shift from 10 pm to 6 am for work and Program.

Leadership Experience

Video Editor & Advisor

City Varsity

Cape Town, WC, SA

05/2019

- Organized and hosted a Master class attended by 50 first year and second year students for 4 well known and professional Filmmakers in South Africa. Created Student Film, Commercial and Ngo with software including Premiere Pro, Lightworks, Davinci Resolve • Teach and advise first year students with editing Films using Premiere Pro CC 2019.

Writer's Retreat

Owerwatch Cottage

- Selected to attend a writing contest with one Lecturer and a Film Director and a group of fellow students.

Education

Business Marketing

CPUT

Cape Town, WC, SA

- Bachelor Degree in Business Analysis & Marketing

Film & Media Techniques

City Varsity

Cape Town, WC, SA

- Diploma in Film & Television Production. Concentrations: Producing, Directing & Writing

Graphic Design

City Varsity

Cape Town, WC, SA

- Short Course, Certificate in Graphic design. Indesign, Premiere Pro.

Fundamentals of Visualization with Tableau

UC Davis

California, USA

- certificate in visualization techniques using Tableau.

SQL for Data Science

UC Davis

California, USA

Mentorship

- **Writer's Retreat:** Selected among top students for a prestigious Writer's Retreat, finishing first with an 80% rating as the Best Writer. (04/2019 - 04/2019) • **Film & Script Project:** Directed and produced three short films, showcasing storytelling expertise and creative vision.

Others

- **Client's Review:** Created a compelling pitch deck for a client, resulting in their business securing funding from leading investors in the USA. (03/2023) • **Book Deal:** Secured approval for a book manuscript from a renowned agency, demonstrating exceptional writing and storytelling skills • **Silver Award:** Achieved top marks in Chemistry during 11th and 12th grades in Kinshasa after delivering an impressive pitch, demonstrating academic excellence and presentation abilities (80% Pass Rate) (2015/2016)