

GARETH BURKE

Frontend Developer | Operations

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Professional Summary

Dynamic Operations Lead at ALGA Digital with expertise in HTML, CSS, and JavaScript, enhancing user engagement through responsive website designs. Proven ability to streamline processes and improve efficiency, while excelling in client communication and market research. Committed to delivering tailored solutions that drive satisfaction and project success.

Websites, Portfolios, Profiles

- <https://za.linkedin.com/in/gareth-burke-551456262>
- <https://www.algadigital.co.za>

Skills

- Front End Web Development
- JavaScript
- WordPress management
- Client communication
- Proficient in Word, Excel & PowerPoint
- Project management
- Teaching strategies/lesson planning
- CSS
- Responsive design
- Wireframe translation
- Market research
- Financial document analysis
- Interactive learning

Work History

Operations Lead

12/2024 - Current

ALGA Digital – Johannesburg

- Streamlined daily operations by coordinating workflow with team, resulting in improved efficiency and timely project completion.
- Developed and maintained operational documentation/Project prep & breakdown to standardize procedures, contributing to a more organized work environment.
- Collaborated with clients to gather requirements, translating their vision into effective website designs using WordPress.
- Developed responsive websites using HTML, CSS, and JavaScript, enhancing user engagement and satisfaction.
- Translation of wireframes into interactive features, improving overall website functionality and usability.
- Conducted market research and analysis to identify consumer trends, informing campaign direction and creative decisions.
- Managed social media accounts, driving engagement through tailored posts and timely responses to audience inquiries.

Mortgage Broker
Bond Gallery – Johannesburg

02/2023 - 05/2024

- Developed tailored mortgage solutions by assessing client needs, resulting in enhanced customer satisfaction and retention.
- Conducted comprehensive market research to identify competitive mortgage products, improving overall client offerings and market positioning.
- Collaborated with real estate agents and financial institutions to build strong relationships, driving increases in referral business.
- Provided expert guidance to clients throughout the mortgage application process, ensuring compliance with industry regulations and standards.
- Analyses of financial documents to assess borrower eligibility, reducing error rates and ensuring accurate loan decisions.
- Collaborated with different lenders to find best possible deal for homebuyers.

Data Capturer
Natural Massage Techniques – Johannesburg

11/2018 - 12/2022

- Developed and implemented best practices for data entry, resulting in improved workflow and time management.
- Entered client information into databases quickly and with minimal errors.
- The use of excel to capture client details for quick access to client records should client information be needed.

Education

BSc – Construction Studies (In the field of Property)
University of The Witwatersrand, Johannesburg

12/2022

Certifications

(i-To-i): Certified TEFL Instructor, GA level 5 - (603/3954/8) 05/2023

Udemy: Building Responsive Real-World Websites with HTML & CSS 10/2025

Udemy: The Complete JavaScript Course 2025: From Zero to Expert! 02/2026