



Janet Currie

Company: Action iT (Pty) Ltd

Position: Chief Information Officer, Director and Shareholder

Email: janet@actionit4u.com

Professional qualifications & membership:

- B.COM Degree – Informatics and Accounting (University of South Africa)
- Certificate for Visual Basic .Net Programming with distinction (Centre for Software Engineering, University of South Africa)
- Certificate for Java Programming (Centre for Software Engineering, University of South Africa)
- Working on AWS certification.

Professional background:

- Janet is the Chief Information Officer of Action iT (Pty) Ltd and has more than 20 years of programming, information systems development and design, business improvement and management experience.
- Janet is the manager of the Action Assist System and oversees all system updates to Action Assist. Action Assist is an innovative online subscription offering which provides organisations with a secure encrypted web-based platform for the management of operational processes and data storage on the internet. The tool reduces the administration burden on stakeholders in the day-to-day operational running of the organisation and clearly assigns responsibility and accountability to all users. Action Assist includes modules for the management, monitoring and evaluation of compliance, performance, risks, queries, complaints and actions etc.
- Janet has designed, developed and maintained systems to facilitate online collaboration and information sharing between users and various service providers, and to manage databases to facilitate information sharing through web-based systems.
- Janet has also designed, developed and maintained an internet website, local intranet website and local secure website for a top legal firm.

Subject matter expert:

- As a freelance web developer, Janet developed web sites to assist small businesses in creating a web presence to increase their marketing and sales.
- As a member of the IT department of Mallinicks Inc (now incorporated into Webber Wentzel), Janet:
 - ✓ Designed, developed and maintained the internal intranet, which included many web-based functions designed to improve the operational efficiency of the business as well as assist with performance management of various levels of staff.
 - ✓ Designed, developed and maintained systems to facilitate collaboration between Mallinicks Inc and outside service providers.
 - ✓ Maintained the Mallinicks Inc external web site.
 - ✓ Assisted with the management of the IT network including hardware and software and network infrastructure maintenance and support.
- Since joining Action iT (Pty) Ltd. Janet has been responsible for:
 - ✓ Developing the bespoke code framework for Action Assist.
 - ✓ Developing the original activity management, document management and organisational and individual performance management modules.
 - ✓ Reviewing and enhancing Action Assist modules developed by other programmers.
 - ✓ Training of users in the use of Action Assist.

- ✓ Development of the first version step-by-step User Manuals to guide users through the use of Action Assist.
- ✓ Management of the Action iT (Pty) Ltd help desk / support center.
- ✓ Acting as a liaison between Action Assist programmers and Action iT (Pty) Ltd's business partners and clients – determining client needs and converting those needs into programmable specifications.
- ✓ Acting as a liaison between Action iT (Pty) Ltd and Action iT (Pty) Ltd's primary service provider, Dimension Data, regarding the maintenance of the hardware hosting Action Assist.
- ✓ Managing and maintaining the Linux-based virtual servers, which host Action Assist, and its virtual data center, including firewalls and backups, to ensure the smooth running of Action Assist.
- ✓ Managing and maintaining the SSL certification relationship with Thawte to ensure the security of the data transmitted to and from the Action Assist server.
- ✓ Maintaining the IT infrastructure, hardware and software, used within Action iT (Pty) Ltd and liaising with suppliers as required.
- ✓ Ensuring the legal compliance of Action iT (Pty) Ltd by managing the licensing of software used by Action iT (Pty) Ltd employees.

Industry experience:

- Janet is a web developer specialising in the development and management of information systems, and she has experience in the fields of:
 - ✓ Systems Design and Development.
 - ✓ Database Design and Management.
 - ✓ Programme and Project Management.
 - ✓ Programming (various Web Languages).
 - ✓ User Interface Design.
 - ✓ User Training and Support.