

# *Curriculum Vitae*

## *Simoné Nel*

I am a qualified teacher specialising in the field Psychology of Education. I have a passion for working with children experiencing some sort of disability, more specifically learning and emotional problems, and physical disabilities. In 2008, I obtained the qualification PGDE (Post Graduate Diploma in Education: Psychology of Education). I have also presented undergraduate and postgraduate classes on an ad hoc basis for the University of the Free State, department Psychology of Education and the Centre for Education Development (CED) – historically School of Open Learning, currently UFS South Campus. Since January 2004, I have been working at the University of the Free State as an administrative official, at the School of Open Learning. I have been working as part of the Marks and Examinations Section and have acquired in-depth experience regarding the administration of students' results. For more than four years I was head of the Marks/Examination Section at the School of Open Learning. During 2008/2009, I was involved with the programme, Family Math and Family Science, where I was responsible for the maintenance of the website and material centre, as well as managing orders and claims. In January 2016 I was promoted to Assistant Director: South Campus Manager-Operations and Support Services. My main business in managing the following teams: Marks/Examinations, Applications/Registrations/Certification, Occupational Health and Safety, Campus Keys and Signage and Telephone systems, and Operational IT. There are 11 staff members reporting directly to me and approximately 45 reporting indirectly to me. I have excellent communication skills, solve problems enthusiastically, handle responsibilities very well and enjoy challenges. With more than 12 years' relevant experience, I am able to communicate very well with students, work under pressure and meet deadlines with ease. I highly value my professional relationship with my colleagues – internal divisions as well as external partners – and strive to maintain such comradeship.

### *Personal Information*

Address	❖ 8 Dun Edin, Blinkblaarweg, Woodland Hills, Groenvlei, Bloemfontein, 9301
Identity number	❖ 810307 0159 086
Email address	❖ <a href="mailto:snel@ufs.ac.za">snel@ufs.ac.za</a> or <a href="mailto:simonenel7@gmail.com">simonenel7@gmail.com</a>
Contact numbers	❖ 051-4017469 (w) 0866110233 (fax) ❖ +2782 7184 765 (mobile)
Date of birth	❖ 7 March 1981
Marital status	❖ Married, 2 children
Nationality	❖ South African
Drivers' license	❖ Code B
Languages	❖ English and Afrikaans (read, write, speak)

## *Higher Education*

### University attended Qualifications

- ❖ University of the Free State, South Africa
- ❖ BPrimEd (Senior Primary)
- ❖ BEdHons (Psychology of Education)
- ❖ PGDE (Psychology of Education)
- ❖ MDP (UFS Business School), obtained 2016

### Result

- ❖ Undergraduate, Honours and PGDE qualifications passed with distinction

### Awards and Prizes

- ❖ Academic Honours Colours received in 2004 (BPrimEd Qualification)
- ❖ Best PGDE (Psychology of Education) student in 2007
- ❖ Received Golden Key Honour Society lifetime membership in 2001
- ❖ Best Technology student over a period of 3 years (2003)
- ❖ Best 3rd year Technology student (2003)

### Other qualifications

- ❖ Microsoft Excel 2010 (Interim) course (2012)
- ❖ Microsoft PowerPoint 2007 course (2010)
- ❖ Family Math Training Workshop (2010)
- ❖ Aurora alcohol and drug course (2003)
- ❖ St Johns First Aid course (2003)
- ❖ Drum majorette Coaching course SADMA (2002)
- ❖ Drum majorette Judging course SADMA (2002)
- ❖ Organiser – SANDMA (SA National Drum Majorette Association) SA Championships 2002
- ❖ MS Excel Data Analysis workshop (2014)

## Interests

From the beginning of my undergraduate studies I had an interest in holistic learning and Art Therapy. I value my family life, creative arts, sketching, jogging and photography as an important part of my life.

## Experience

Date	Position	Work description
<p><b><u>Aug 2008 – Aug 2009</u></b>  Faculty of Education (UFS) – Centre for Education Development, Family Math and Family Science.</p>		<ul style="list-style-type: none"> <li>❖ Maintenance of the material centre</li> <li>❖ Maintenance of the Family Math and Family Science website</li> <li>❖ General office administration</li> <li>❖ Financial administration (Processing of claims, invoices and orders)</li> </ul> <p><b>(See attached document)</b></p>
<p><b><u>Jan 2004- currently (2015)</u></b>  University of the Free State, SA,  Faculty of Education – Centre for Education Development (historically School of Open Learning, currently South Campus)  <b><u>2012</u></b></p>	<p><b><u>Officer/Snr Officer</u></b> – Marks Division</p> <p><b><u>Senior Officer Marks Division</u></b></p>	<ul style="list-style-type: none"> <li>❖ Handling mark sheets received from learning centres. Checking tests and assignments. Management absenteeism.</li> <li>❖ Preparing Excel worksheets, making class lists, calculating formulas and reading in students' marks.</li> <li>❖ Managing students' queries</li> <li>❖ Handling students' papers and marks during examinations. Processing final marks.</li> <li>❖ Collaborating between colleagues of the Marks Division. Streamlining total process of marks management.</li> <li>❖ Collaborating interdepartmental and with learning facilitators and academics.</li> <li>❖ Supporting management marketing material.</li> <li>❖ Supporting handling students' applications and registrations.</li> <li>❖ Managing, scrutinising and capturing additional examination applications.</li> <li>❖ Managing and administrating E10 forms.</li> <li>❖ Setting up and managing NPDE/ACE examination time tables.</li> </ul>

<p><u>January 2016</u></p>	<p><u>Assistant Director: Manager South Campus – Operations and Support Services</u></p>	<ul style="list-style-type: none"> <li>❖ Booking South Campus exam venues.</li> <li>❖ Managing examination script collections from outside study centres.</li> <li>❖ Organising internal training sessions for Marks staff.</li> <li>❖ Managing disciplinary processes of NPDE and ACE students in conjunction with Mr Ruben Gouws (Bfn campus).</li> <li>❖ Compiling and sending sms's to students.</li> <li>❖ Acting as secretary and member of the School of Open Learning Management Committee.</li> <li>❖ Being part of administration and management of Varsity College LLB results.</li>   <li>❖ Responsible for the following departments:               <ol style="list-style-type: none"> <li>1. Marks and Examinations</li> <li>2. Applications, Registrations and Certification</li> <li>3. Occupational Health and Safety</li> <li>4. Operational IT</li> <li>5. Campus Office Keys, signage and HEMIS report on buildings at the South Campus</li> <li>6. Maintenance of telephone systems and copiers.</li> </ol> </li> </ul>
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## References

<p>Mr P. Plekker (Director: Formal Programmes) South Campus</p>	<p>051 – 5051250</p>
<p>Prof D. Coetzee-Manning Principal: UFS South Campus</p>	<p>051 - 5051259</p>