



Curriculum Vitae

Simoné Nel

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. I have obtained the qualification PGDE (Post Graduate Diploma in Education: Psychology of Education) in 2008. I 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) – now School of Open Learning. 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 Division and have acquired sufficient experience regarding the administration and processing of students' results. During 2008/2009 I was involved with the program Family Math and Family Science, where I was responsible for the maintenance of our website and material centre, as well as managing orders and claims. I have excellent communication skills, solve problems enthusiastically, handle responsibilities very well and enjoy challenges. With more than 9 years' relevant experience, I am able to communicate very well with students, work under pressure and meet deadlines.

Personal Information

Address	◆ 8 Dun Edin, Blinkblaarweg, Woodland Hills, Groenvlei, Bloemfontein, 9301
Identity number	◆ 810307 0159 086
E-mail address	◆ snel@ufs.ac.za or simone@nellen.co.za
Contact numbers	◆ 051-5051242 (w) 0866110233 (fax) 082 7184 765 (mobile)
Date of birth	◆ 7 March 1981
Marital status	◆ Married
Nationality	◆ South African
Drivers' license	◆ Yes, code B
Languages	◆ English and Afrikaans

Higher Education

University attended	◆ University of the Free State, South Africa
Qualifications	◆ B. Prim. Ed. (Senior Primary) B. Ed. Hons. (Psychology of Education) P.G.D.E. (Psychology of Education)
Result	◆ Undergraduate, Honours and PGDE qualifications passed with distinction
Awards and Prizes	❖ Academic Honours Colours received in 2004 (B. Prim. Ed. Qualification) ❖ Best P.G.D.E. (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 (Interm) 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

Interests

My family life, outdoor activities, childrens' learning problems (specifically ADHD and physical disabilities), reading, tennis, drum majorette coaching, arts and photography.

Experience

Date	Position	Work description
<p>Aug. 2008 – Aug. 2009 <i>Faculty of Education (UFS)– Centre for Education Development, Family Math and Family Science.</i></p> <p>Jan. 2004-currently <i>University of the Free State, SA, Faculty of Education – Centre for Education Development (now School of Open Learning)</i></p>	<p>Official – Marks Division</p>	<ul style="list-style-type: none"> • Maintenance of the material centre • Maintenance of the Family Math and Family Science website • General office administration • Financial administration (Processing of claims, invoices and orders) • Handling of mark sheets received from learning centres. Checking of tests and assignments. Management of absences. • Preparation of Excel worksheets, making of class lists, calculating of formulas and reading in of students' marks. • Management of students' queries • Handling of students' papers and marks during examinations. Processing of final marks. • Collaboration between colleagues of the Marks Division. Streamlining of total process of marks management. • Interdepartmental collaboration, and collaboration with tutors en academics. • Management of marketing material. • Handling of students' applications and registrations.
1 Aug. 2012	<u>Snr. Officer Marks</u>	

References

Mr. P. Plekker (Line Manager)	School of Open Learning	051 – 5051250
Prof. D. Coetzee-Manning (Director)	School of Open Learning	051 - 5051259

Golden Key International Honour Society

To Whom These Letters May Come

Breetings

This Certifies That

Simone Smith

In Recognition of Outstanding Scholastic Achievement and Excellence, has been granted membership in the Golden Key International Honour Society and is hereby granted all the Rights, Honours, and Privileges pertaining to the Society at

The University of the Free State



Lois S. Rhodes
Council Secretary

Patricia Spencer
Council Treasurer

Lucia A. Manigault
Council Secretary

John W. Smith
Executive Director

South African
Certification Council



Suid-Afrikaanse
Sertifiseringsraad

SENIOR CERTIFICATE SENIOR SERTIFIKAAT

Awarded to / Toegeken aan

SIMONE SMITH

Identity number

8103070159086

Identiteitsnommer

Subjects passed / Vakke geslaag

Afrikaans : First Language / Eerste Taal
English : Second Language / Engels : Tweede Taal
Mathematics / Wiskunde
Physical Science / Natuur- en Skeikunde
Biology / Biologie
Business Economics / Bedryfseksonomie
Aggregate / Groototaal

HG	A	80%-100%
HG	A	80%-100%
HG	C	60%-69%
HG	C	60%-69%
HG	A	80%-100%
HG	A	80%-100%
	M	1680+

ENDORSEMENT

This candidate has complied with the minimum statutory matriculation requirements for admission to bachelor's degree study at a university in the Republic of South Africa

With effect from

December / Desember 1999

Executive Officer

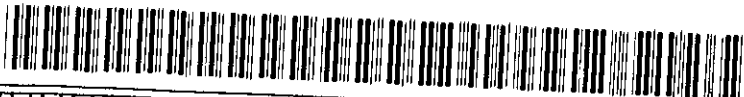
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Met ingang van

Uitvoerende Beampte

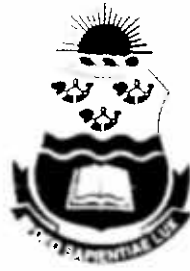
This certificate is issued without alteration or erasure of any kind

Hierdie sertifikaat word uitgereik sonder verandering of uitwissing van enige aard



000 3517 4376 F

UNIVERSITEIT
VAN DIE
VRYSTAAT



UNIVERSITY
OF THE
FREE STATE

HIERMEE WORD VERKLAAR DAT DIE VIERJARIGE THIS IS TO CERTIFY THAT THE FOUR-YEAR

Baccalaureus Primariae Educationis

TOEGEKEN IS AAN
HAS BEEN CONFERRED UPON

SIMONÉ SMITH

MET LOF
WITH DISTINCTION

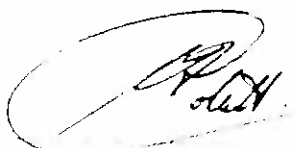
NADAT AAN DIE STATUTE EN REGULASIES VAN
DIE UNIVERSITEIT VOLDOEN IS. AS BEWYS
DAARVAN PLAAS ONS ONS ONDERSKEIE
HANDTEKENINGE EN DIE SEËL VAN DIE
UNIVERSITEIT HIERONDER.

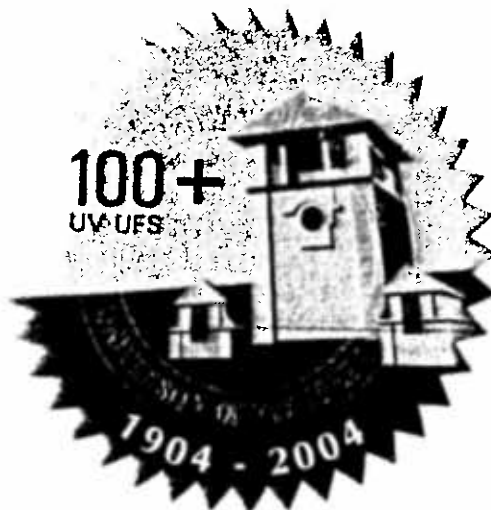
IN ACCORDANCE WITH THE STATUTES AND
REGULATIONS OF THE UNIVERSITY. AS
WITNESS OUR RESPECTIVE SIGNA-
TURES AND THE SEAL OF THE
UNIVERSITY BELOW.

**TAALENDOSSEMENT/
LANGUAGE ENDORSEMENT: AE**


VICE-CHANCELLOR


REGISTRAR


REGISTRAR



REGISTRAR
UNIVERSITY OF THE
FREE STATE

UNIVERSITEIT
VAN DIE
VRYSTAAT



UNIVERSITY
OF THE
FREE STATE

HIERMEE WORD VERKLAAR DAT DIE THIS IS TO CERTIFY THAT THE

**Nagraadse Diploma in Opvoedkunde:
Psigo-Opvoedkunde
Postgraduate Diploma in Education:
Psychology of Education**

TOEGEKEN IS AAN
HAS BEEN CONFERRED UPON

SIMONÉ NEL

MET LOF
WITH DISTINCTION

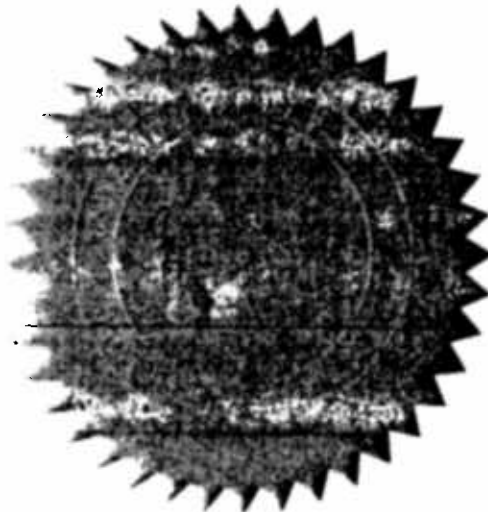
NADAT AAN DIE STATUTE EN REGULASIES VAN IN ACCORDANCE WITH THE STATUTES AND
DIE UNIVERSITEIT VOLDOEN IS. AS BEWYS REGULATIONS OF THE UNIVERSITY. AS
DAARVAN PLAAS ONS ONS ONDERSKEIE WITNESS OUR RESPECTIVE SIGNA-
HANDTEKENINGE EN DIE SEËL VAN DIE TURES AND THE SEAL OF THE
UNIVERSITEIT HIERONDER. UNIVERSITY BELOW.

ENDOSSEMENT: ONDERSTEUNINGSONDERWYS /
ENDORSEMENT: SUPPORT TEACHING


VICE-CHANCELLOR


DEKAN DEAN


REGISTRATEUR/REGISTRAR



BLOEMFONTEIN
2007-04-23
2000045649

UNIVERSITEIT
VAN DIE
VRYSTAAT



UNIVERSITY
OF THE
FREE STATE

HIERMEE WORD VERKLAAR DAT DIE GRAAD THIS IS TO CERTIFY THAT THE DEGREE OF

**Baccalaureus Educationis Honores
(Professionele Psigo-Opvoedkunde)
Baccalaureus Educationis Honores
(Professional Psychology of Education)**

TOEGEKEN IS AAN
HAS BEEN CONFERRED UPON


SIMONÉ SMITH

MET LOF
WITH DISTINCTION

Op 'n gradeplegtigheid gehou op at a graduation ceremony held on

26 April 2006

NADAT AAN DIE STATUTE EN REGULASIES VAN IN ACCORDANCE WITH THE STATUTES AND
DIE UNIVERSITEIT VOLDOEN IS. REGULATIONS OF THE UNIVERSITY.


REGISTRAR: AKADEMISE
STUDENTEDIENSTE
REGISTRAR: STUDENT
ACADEMIC SERVICES



BLOEMFONTEIN
2008-08-13
2000045639

UNIVERSITY OF THE FREE STATE
RESEARCH INSTITUTE FOR EDUCATION PLANNING



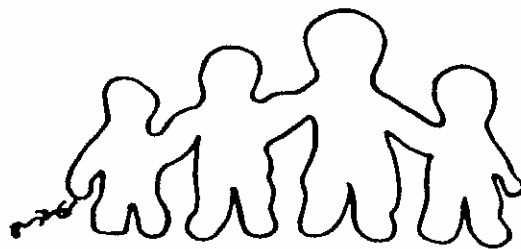
This is to certify that



S Nel

Attended and successfully completed a

FAMILY MATH TRAINING WORKSHOP



FAMILY MATH CONTENT AND ACTIVITIES
DEVELOPMENT OF LEARNING SUPPORT MATERIALS

SPONSORED BY

G. DABSA

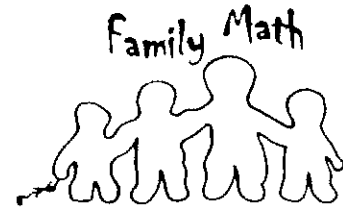
Mantze

Director

MAY 2010



23 May 2008



To whom it may concern

It is hereby confirmed that **Me S Nel** attended a 28-hour **Family Math** workshop during 19-23 May 2008 at the University of the Free State.

Scope of Workshop:

**FAMILY MATH CONTENT AND ACTIVITIES
DEVELOPMENT OF LEARNING SUPPORT MATERIALS**

On behalf of the Research Institute for Education Planning (RIEP) of the University of the Free State:

Signed: _____

Name and surname: Prof HJ van der Linde
Designation: Director

Inquiries:

Elizna Prinsloo: Project Manager

Research Institute for Education Planning (RIEP)

University of the Free State

Tel: +27 51 401 9110

Fax: +27 51 444 6627

E-mail: prinse.hum@ufs.ac.za



FSDMA

THIS CERTIFICATE IS AWARDED TO

SIMONE SMITH

FOR SUCCESSFULLY PASSING NOVICE EXAM

CHIEF ADJUDICATOR

DATE

16 Dec 2008



Thank you



Simoné Smit

for

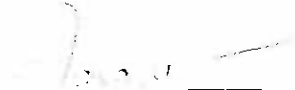
All your hard work organising this event.
You did an excellent job! Congratulations.

South African Championships

held at

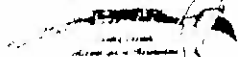
Vodacom Park Stadium &
Boet Troskie Hall in Bloemfontein

22nd – 28th September 2002

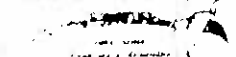

Lindsey Dondalson
President

**SADMA EXECUTIVE,
ADJUDICATORS &
Cheeky Cheetah say thanx!!**

SEPTEMBER 2002



SEPTEMBER 2002





The South African Red Cross Society

The Society's
Level 1
Certificate in
FIRST AID

is hereby awarded to

Simoné Smith

having attended the prescribed course of lectures and demonstrations
and having passed the Society's examination in the above subject

Valid for 3 years

from date of issue

Regional Chairman

Training Co-Ordinator

Date of Issue *06 September 2003*

Region: *Free State*

P.F. Number *810307 0159 086*

Number *FS/0545/03*

HWSETA 369 04-03

Academic Honours Colours Akademie Erekleure

Awarded by the
Student Representative Council to
Toegeken deur die Studenteraad aan

Simone Smith

for outstanding achievements
in the degree

op grond van uitsonderlike
prestasie in die graad

B.Prim.Ed.

Cum laude obtained
Cum laude behaal

13 Mei 2004

Date/Datum

R du Plessis

SRC: President/SR: President

M Merle

SRC: Academics/SR: Akademie

1904 - 2004

Printing sponsored by XEROX Printing Services,
Sasol Library, UFS campus.

FSDMA

FREE STATE DRUM MAJORETTES

This is to certify that

Simone Smith

qualified as

FREE STATE TRAINER

and successfully completed the

TRAINERS COURSE

that was held at

BLOEMFONTEIN

on 22/23 February 2002

[Signature]

Presenter

[Signature]

Chairperson FSDMA

AURORA
ALKOHOL EN DWELMSENTRUM
BLOEMFONTEIN



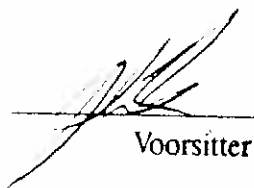
SERTIFIKAAT

van erkenning aan

S Smith

vir

**Bywoning van die kursus
insake
die bekamping van alkohol- en dwelmmisbruik**



Voorsitter

Augustus 2003

Datum

GEAFFILIEER BY DIE SUID-AFRIKAANSE NASIONALE RAAD INSAKE
ALKOHOLISME EN DWELMAFHANKLIKHEID

UNIVERSITEIT VAN DIE VRYSTAAT
UNIVERSITY OF THE FREE STATE

HIERMEE WORD VERKLAAR DAT
THIS IS TO CERTIFY THAT

S. SMITH

Naam / Name

2000045639

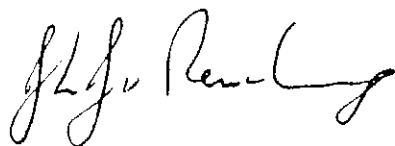
Studente nommer / Student number

DIE TOEKENNING ONTVANG VIR:
RECEIVE THE AWARD FOR:

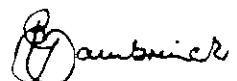
TEGNOLOGIE: Beste derdejaar student met
89% gemiddeld
*TECHNOLOGY: Best third year student with
89% average*

VIR DIE JAAR:

FOR THE YEAR: 2002



DOSENT / LECTURER



DEPARTEMENTSHOOF
HEAD OF DEPARTMENT

25 / 10 / 2002
DATUM / DATE

DEPARTEMENT TEGNOLOGIESE OPVOEDKUNDE
DEPARTMENT OF TECHNOLOGICAL EDUCATION

UNIVERSITEIT VAN DIE VRYSTAAT
UNIVERSITY OF THE FREE STATE

HIERMEE WORD VERKLAAR DAT
THIS IS TO CERTIFY THAT

S. SMITH

Naam / Name

2000045639

Studente nommer / Student number

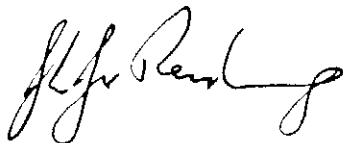
DIE TOEKENNING ONTVANG VIR:
RECEIVE THE AWARD FOR:

TEGNOLOGIE: Beste student oor 3 jaar met
82% gemiddeld

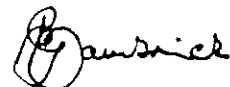
TECHNOLOGY: *Best student over 3 years
with 82% average*

VIR DIE JAAR:

FOR THE YEAR: 2000 - 2002



DOSENT / LECTURER



DEPARTEMENTSHOOF
HEAD OF DEPARTMENT

25 / 10 / 2002
DATUM / DATE

University of the Free State

faculty of the humanities

**PSYCHOLOGY OF EDUCATION
PRIZE**

**best student for the
postgraduate Diploma
(Psychology of Education)**

awarded to

S. Nel

[Signature]

Dean

2007

Date

