

Curriculum Vitae of Monique Schoeman

Education

Qualifications

2016 – date	M.A. Higher Education Studies	University of the Free State
2015	B.A Honours in English	University of the Free State
2012	B.A Honours in Psychology	University of the Free State
2010	B.A General	University of the Free State
2007	Grade 12	Sentraal High School

Additional Courses

2016	Qualitative Research in Practice	University of the Free State
2016	Qualitative Research Workshop	University of the Free State
2016	Research Questionnaire Design	University of the Free State
2016	Research Proposal Writing Workshop	University of the Free State
2016	Research orientation for Masters and PHD students: Academic writing	University of the Free State
2016	Research orientation for Masters and PHD students: Research Paradigms, Theoretical Framework and Conceptual Framework	University of the Free State
2016	Research orientation for Masters and PHD students: Research Methods (Qualitative research, Quantitative research and Mixed Methods research)	University of the Free State
2016	Research orientation for Masters and PHD students: Planning your research	University of the Free State
2016	Registration training: Training on Verification document	University of the Free State
2015	Registration training: Humanities Qualifications	University of the Free State
2015	Basic and Advanced Training in Academic Advising	University of the Free State
2015	The Art of Facilitation – Difficult Dialogues	University of the Free State
2015	Arbinger: Core at Work	University of the Free State
2014	NVIVO: Basic Training	University of the Free State
2012	Memoir Writing Training Course	University of the Free State
2012	Academic Writing Training Course	University of the Free State
2011	Academic Advice Training	University of the Free State
2011	Moving from Effectiveness to Greatness	University of the Free State
2011	Successful Time Management	University of the Free State
2011	Life at the Crossroads: Character Education for HIV/AIDS Prevention	University of the Free State
2010	Supplemental Instruction Training	University of the Free State
2008	“TIK” Drug Information Course	Aurora Drug Rehab Centre
2007	Million Leaders Mandate Books 1 – 6: John Maxwell Leadership Course	Dutch Reformed Church Huguenot

Work Experience & Additional Skills

Work Experience

2014 – date Assistant Officer: Academic Advising
Centre for Teaching and Learning (CTL)
University of the Free State (UFS)

- Provide general academic advice to undergraduate students (group advising, online advising and face-to-face advising) and maintain relationships with advisees seen.
- Serve as liaison between the faculty of the Humanities and CTL.
- Co-manage the development and improvement of the Blackboard Academic Advising Organisation.
- Co-manage the UFS Academic Advising Facebook page through weekly posts.
- Manage *Exploration Expedition* – a research initiative for the academic and personal development of the team.
- Development of the evaluations of initiatives.
- Continuous research on academic advising including the possibilities of providing career advising.
- Assist in the development of reports on initiatives.
- Develop a training guide for P3 mentors in terms of peer advising.
- Research output through conference presentation and article writing.

2015 – date Freelancer
The Ruins Group (Pty) Ltd.

- Proofread and edit documents
- Co-create visual presentations and illustrations
- Design graphs
- Check data

2015 - date Independent Business Owner
Handmade South Africa

- Design various jewellery
- Design marketing material
- Market jewellery through various online platforms

2010 – date	Assessor and Invigilator: Department of English Faculty of the Humanities University of the Free State	<ul style="list-style-type: none"> • Evaluate undergraduate students’ written work. • Evaluate and invigilate tests and examinations of undergraduate students.
2012 - 2014	Facilitator: Unit for Academic Literacy Centre for Teaching and Learning (CTL) University of the Free State (UFS)	<ul style="list-style-type: none"> • Plan and prepare lessons for Academic Literacy Courses (ALC 108, ALN 108 and ENG 198). • Teach lessons to first year students on Main and South Campus • Mark weekly written activities. • General office administration
2010 - 2014	Facilitator: New Academic Tutorial Program Centre for Teaching and Learning (CTL) University of the Free State	<ul style="list-style-type: none"> • Facilitate the learning of English, South African Sign Language and Psychology by undergraduate students through peer learning facilitation and supplemental instruction via face-to-face and online platforms. • Assess students for tutorial marks. • Facilitate the learning of English and Mathematics by deaf learners through peer learning facilitation and supplemental instruction. • Facilitate the learning of English by students with disabilities. • Assist with troubleshooting with regards to technological difficulties. • Translate documents for use by other facilitators. • Assist students with preparation for assessments.
2013	Junior Lecturer (Contract): Department of English Faculty of the Humanities University of the Free State	<ul style="list-style-type: none"> • Prepare and present classes to first year students. • Consult with students regarding their queries. • General office administration
2012 - 2013	Assessor: Department of Psychology Faculty of the Humanities University of the Free State	<ul style="list-style-type: none"> • Evaluate tests and examinations of undergraduate students.
2011	Student Assistant: Department of South African Sign Language	<ul style="list-style-type: none"> • Assist the Head of Department with record keeping regarding class attendance and

	Faculty of the Humanities University of the Free State	marks. <ul style="list-style-type: none"> • Liaise with the coordinator for the Faculty of Humanities tutorials. • Coordinate facilitators of South African Sign Language. • Consult with students regarding their queries. • Run errands for the department. • General office administration
2011	Assessor and Invigilator: Department of South African Sign Language Faculty of the Humanities University of the Free State	<ul style="list-style-type: none"> • Evaluate and invigilate tests and examinations of first year students.
2005 - 2011	Part-time receptionist: Drs. Schabort and Du Toit Private Practice	<ul style="list-style-type: none"> • Receive patients, collect their information and open their files. • Receive account payments. • General office administration • Assist patients with queries
2010	Volunteer assistant: Unit for students with disabilities University of the Free State	<ul style="list-style-type: none"> • Type academic and university related material to be transcribed in Braille. • Assist students with disabilities to participate orally in tests and examinations.
2002 - 2006	Assistant coach Shotokan Karate School	<ul style="list-style-type: none"> • Provide karate lessons in group settings • Provide additional lessons on individual basis • Judge contestants at tournaments

Additional Skills

Advanced Computer Literacy:

Microsoft Office (Word, Excel, PowerPoint, Publisher, Outlook, Office Mix)

Novell Groupwise (Email)

Learning Management System: Blackboard

Oracle PeopleSoft

Management and billing system for medical practices: Med-EDI

Management and billing system: MASS

Adobe Photoshop (basic illustration editing)

Transferable skills

Excellent interpersonal skills
Excellent administrative skills
Excellent problem solving skills
Excellent writing skills
Above average critical thinking skills
Good project management skills
Good organisational skills
Good Leadership skills

Research outputs

Year:	Type of output:	Conference / Journal:	Title:
2016	Poster presentation	Combined conference of the International Consortium for Educational Development (ICED) and Higher Education Learning & Teaching Association of Southern Africa (HELTASA)	Enhancing the quality of academic advising during registration: A Teaching and Learning process
2015	Contribution to an oral presentation	The SANRC First Year Experience Conference	Making sense of Wonderland: First Years' experiences of academic advising

Awards

2014 Best online facilitator: New Academic Tutorial Programme
Faculty of the Humanities – University of the Free State
2013 Best online facilitator: New Academic Tutorial Programme
Faculty of the Humanities – University of the Free State
2012 Second runner-up to the best facilitator: New Academic Tutorial Programme
Faculty of the Humanities – University of the Free State
2010 Best Third Year Student in South African Sign Language
Faculty of the Humanities – University of the Free State
2010 Best Applied Psychology Research Project for Undergraduates
Department of Psychology – University of the Free State
2009 Golden Key International Honour Society

Other:

Leadership roles:

2009	Co-ordinator and presenter of Radical Influential leaders with Passion Course (Adapted from the John Maxwell Leadership Course)	Dutch Reformed Church Huguenoot
2007	Band leader of 'Strandiens' team	Dutch Reformed Church Huguenoot

Committees:

2009	SIGNALS Kovscom: acting secretary	University of the Free State
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2009	Leadership Ministry	Dutch Reformed Church Hugenoet
2006 – 2009	Youth Ministry	Dutch Reformed Church Hugenoet
2007	Academic Association (Top 10 achievers per grade)	Sentraal High School
	Community service:	
2011	Therapeutic Horse Riding	University of the Free State
2010	Community Service Learning	Dr. Blok School in Heidedal
2008 – 2009	As part of the Psychology Students Association	At Free State Psychiatric Complex

Driver's Licence: Code 08/B

Languages: English, Afrikaans & South African Sign Language