

Curriculum vitae

Personal Details

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Learning Design Portfolio: [Learning Design Portfolio](#)

I am a highly qualified and experienced education professional with a wealth of experience in the education management and learning design industry. With a Master of Arts in Afrikaans Children's Literature and Literary Theory from the University of Cape Town, I am a knowledgeable and skilled individual in the field of education, learning and development. I am also involved in the book industry through a partnership with LAPA Publishers (Penguin Random House SA), where I promote children's and young adult literature through various social media platforms and online journals. My expertise includes: Research, Literary Theory, English, Afrikaans, Tutoring, Google Suite, Asana, Canvas, Moodle, Descript, Rise Articulate, Davinci Resolve and various Microsoft Office programs. I also have experience in managing small teams and video and audio content creation.

Education

- 2017 MA (Dissertation) - University of Cape Town (UCT)**
Title of dissertation: 'n Ondersoek na die rol van die "verwonde" kind in die werk van enkele kinder- en jeugverhaal skrywers in navolging van Alice Miller / *An investigation of the role of the "wounded" child in selected children's and youth literature authors in following of Alice Miller.*
- 2014 BA (Hons.) – UCT (Degree awarded with distinction)**
Research essay/project: Children's literature with a focus on development theory and poetry.
- 2013 PGCE (Senior & FET Phase) – UCT**
Specialist subjects: Afrikaans, English and Geography.
- 2012 BA – UCT**
Majoring in Afrikaans & Netherlandic Studies and English Language & Literatures
- 2009 Grade 12 – Zwaanswyk High School (Distinctions in Afrikaans & English)**

Work Experience

- 2022 – Present: Contracted freelance work – School in a Box – NPO**
Designing video lessons for gr.4 to 7 on short-term freelance contracts. This is focussed on the South African CAPS/NSC curriculum.
- 2019 – Present: Book promotion / Book influencer**
Working with LAPA publishers on a voluntary basis, where I primarily promote Children's and YA books on Instagram, my personal blog and twitter.

2017 – Present: Translations and Editing (Freelance)

Translated and edited transcripts, questionnaires, articles, posters, research material and notice boards for various clients. During my time at VI this was also done during the Peer Review process.

2014 – Present: LitNet: Children’s literature reviews & articles (Freelance)

Multiple Reviews & Reader’s Impressions on Children’s books & Youth Literature. Various research and topical articles like seminar-essays and article series.

2021 – Sept 2023: Learning Designer: Valentre Institute

Learning Designer for Afrikaans JH/ Y8-9 & IG in the St. Stithians Online School & UCT OHS Cambridge and CAPS offerings, including the Adult Matric offering. Worked extensively with the Cambridge curriculum, developing videos, interactive content and quality assessing peers work.

2022 – 2022: Contracted for Summer Sessions, CIEE – Cape Town, Rondebosch

1. Communicative Afrikaans: AFKS 001CTSA: I was asked back to teach the course again in an adapted format as the core instructor. I was solely responsible for the online content and any worksheets that were required.

2018 – 2022: Part Time Tutoring (Private)– Afrikaans

Tutoring Afrikaans FAL & HL to gr. 8 – 12 learners. Experience with learners who have limited exposure to the subject and learners with barriers to learning. Creating my own worksheets.

2018 – 2021: Scribing (Afrikaans) – Oakley House High School

Scribing & reading various subjects during exam periods.

2018 – 2021: Teaching & Curriculum development - University of Cape Town

SLL3115: Afrikaans Communication for Educators

Teaching Afrikaans as a communication skill and contributed to curriculum & course development. Development and daily running of online content.

2019 – 2020 CIEE – Cape Town, Rondebosch

Co-instructing and facilitating 2 courses on Afrikaans language and Culture.

1. Communicative Afrikaans: AFKS 001CTSA
2. Survival Afrikaans: NONCR AFKS 1001 CTSA)

Both courses had to be re-developed to suit the multifaceted approach required by CIEE. This was done by collaborating with co-instructor and academic lead instructor. Content and material for course had to be re-designed and was presented in an online environment. Physical material was used to support online content & learning.

2015 – 2019: Part time Lecturer – UCT

Lecturing and examining various Afrikaans Communication Skills courses within the Faculty of Health Sciences (MBChB and Health and Rehabilitation Sciences).

2018 – 2019: Scribing (Afrikaans) – UCT Disability Services

I have scribed and read for a student with Autism during his Afrikaans exams at UCT.

2018 – 2019: Tutoring Additional Afrikaans in Faculty of Health Sciences

Tutoring group classes and providing additional support to students, additional to main lectures and coursework. (SLL1044S, SLL2002H, SLL3002H, SLL1048H)

2014 – 2015: Tutoring at TeachMe2 (High School tutoring)

Tutoring Afrikaans FAL to gr.10 – gr.12 learners.

Achievements

- 2022** Completed Coursera Online Course: e-Learning Ecologies: Innovative Approaches to Teaching and Learning for the Digital Age. This course looked particularly at how learners generate and process knowledge within an online learning environment and how instructors or teachers can enhance the learning experience and processes.
- 2020-2021** Article submitted and published: Peter Pan as transgressiewe figuur by die lees van volwasse- en kinderliteratuur en ander intertekste. Tydskrif vir Nederlands en Afrikaans. 2020, no. 2.
- 2015 – 2016** Harry Crossley Research Fellow (Harry Crossley Research Foundation)
- 2011** Dean's Merit List & Class Medal – Afrikaans III B
- 2009** Dux student at Zwaanswyk High School

Skills

Administrative & organisation skills: General admin and organisation skills due to undergraduate part time work in Faculty Offices, during registration periods at UCT and managing the Junior High, Year 8 and 9 learning design portfolios at VI.

Teaching skills: Teaching and facilitating various courses within the Afrikaans Section at UCT. Mainly Health Sciences communication courses and School of Education communication courses. Tutored learner in Afrikaans FAL at high school level with improving results.

Leadership skills: Leadership role to manage a team of Learning Designers in the absence of the Senior Learning Designer for various periods of time. In this time I was responsible for keeping the team up to date with information from management and handling any queries from other departments as well as help solve any stuck that may occur in the daily work within the team. When problems come up, I deal with them immediately and have the ability to foresee future problems or challenges and take the necessary steps to prevent them. I can think on my feet and keep up with a fast pace environment.

Interpersonal skills: Good interpersonal skills due to good working relationships with colleagues in Afrikaans section and Health Science departments. Generally, maintain friendly though professional relationships with students. Professional and caring attitude towards colleagues and a great team player with leadership potential.

Technology: Good with general MS Office software. Basic skills with Adobe Audition and Premiere for personal audio and visual projects. Used Canvas while at CIEE as an E-learning platform as well as various soft skills during Emergency Remote Teaching & Learning at UCT in 2020. Experience with Descript, Rise Articulate and full Google Suite, as well as Salesforce, Asana and Figma. LMS experience Canvas, Moodle.

Language skills: Fully bilingual in Afrikaans and English: reading, speaking, and writing excellent. Translations of various documents for medical professionals & researchers, as well as editing of questionnaires and course content for courses taught.

References

1. Sarah Smith – School in a Box

Project Manager

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2. Mrs Marieke Potter – Course Convenor SLL3115W: Afrikaans for Educators, UCT

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Afrikaans & Netherlandic Studies Section

Room 223

Upper Campus

University of Cape Town

Contact details:

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3. Jean Mathee – Learning Design Portfolio Manager (UCT) - VI

Line manager in Learning Design for Adult Matric Offering

Valenture Institute

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