

Brandon September

Address: Muizenberg, 7945 ♦ Contact: 0794770660 (m)

Email: BLGSeptember@gmail.com

DIGITAL EDUCATION SPECIALIST | SUBJECT MATTER EXPERT

I am a Passionate, resourceful, and a computer savvy individual, with a comprehensive skill set in: Microsoft Office, Google Apps, Data and software management and proficient Email communication. I am hardworking, results-driven, and versatile, consistently staying updated with the latest trends.

KEY PROFESSIONAL ATTRIBUTES

- Integrity, meticulous, purposeful.
- Holder of a valid driver's licence (Code B), and PDP (Professional Driving Permit).
- Facilitating 100% completion of projects within time constraints, maximising use of available resources.
- Dependable and reliable, with the ability to efficiently and effectively prioritise available time and resources.
- Able to work in high pressured environments, willing to work when the business requires.
- Comfortable with change and an excellent team player.
- Low on ego, high on delivery and execution.
- Organised & sound communication.
- System and process orientated - attention to detail while still seeing the bigger picture.
- Understand convenience and basic customer service principles.
- Customer focused at all times - understanding their needs and keeping them in mind when taking actions or making decisions.
- Strong interpersonal skills and networking.
- Goal orientated - maintain focus on agreed objectives and deliverables.
- Project management skills with the ability to prioritize focus according to set deliverables.
- Knowledge and experience in learning solution development and implementation.
- Understand how technology works for business – a strong understanding of and a passion for learning and e-learning technologies and how they can be used to add value and transform user learning.
- Comfortable using Zoom/Meet/Teams for remote training when required.
- Experience in relationship management including the ability to identify business issues and potential risks for continuous change and execution improvement.
- Follow up and monitoring, i.e. checking progress against targets, reporting as necessary and acting to resolve exceptions.

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- Train-the-trainer approach when needed to transfer knowledge to the extent that learners can teach others.
- Passionate about IT facilitation and enjoy training people in a group setting.

CORE COMPETENCIES AND ENDORSEMENTS

- ICT proficiency Level one G Suite Google.
- Planning
- Public speaking
- Teaching and facilitation
- Experiential learning
- Special education
- Inclusive education
- Organising
- Technology
- Python, JavaScript, Java,R, SQL, Data Science, HTML & CSS.
- AWS cloud practitioner

QUALIFICATIONS

- **B.Ed. BACHELOR IN EDUCATION FET SPECIALISATION** – Cape Peninsula University of Technology (CPUT) [2014]
Training management in education
- **B.Ed. BACHELOR IN EDUCATION** – CPUT [2013]
Mathematics 1 and 2
Mathematics literacy 3 and 4
Technology 3 and 4
IsiXhosa 1
Computer Science 1
Computers 1 and 2
English 1 and 2
- **B.Ed. BACHELOR IN EDUCATION** – CPUT [2009-2012]
Child Psychology 1, 2, 3 and 4
Communications in Afrikaans 1, 2, and 3
Communications in English 1, 2 and 3
Computers Information Technology 1 and 2
Mathematics Literacy 1 and 2
Social Skills 1, 2 and 3
Technology 1 and 2
Teaching Practice 1, 2 and 3
Wood work 1

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Grade 12 (Matric): TAFELBERG HGH SCHOOL

2008

Leadership Roles

- Representatives Learners Council (RCL) (2006 - 2007)
- Soccer Captain (1999 - 2002)
- Swimming Captain (2005 – 2007)

EMPLOYMENT HISTORY (including responsibilities)

1. CAPACITI – UVU AFRICA: DIGITAL TECH MENTOR (CURRENTLY)

- Collaborate with multiples teams at project launch in order to design and implement a plan for the cohort prior to start.
- Training candidates for EXL and Ardagh(IT Technicians).
- Assist recruitment team with candidate interviews for selection onto the programme, signing off the final selection together with the Candidate Manager.
- Ensure that the candidates undertake their technical training in a measured and focused manner that builds their experience step by step by acting as their Technical Team Leader.
- Improve the candidate awareness and application of transferable professional skills.
- Encourage professional behaviours and technical skills development by challenging and/or encouraging candidates and feedback, reiteration and modelling of required behaviours.
- Monitor candidate progression, understanding of the technical workplace and build confidence in their own ability to succeed in a technical job.
- Identify and enhance the best in the candidates.
- Ask leading questions, offer relevant stories, and encourages the candidate to self-discover and practice new behaviours.
- Reinforces positive attitudes and habits in the candidate.
- Ensure candidates are fully aware of the criteria and performance standards by which their learning will be evaluated.
- Undertake weekly evaluation of the candidate's progression by way of the scorecard.
- Ensure candidates frequently assess and monitor the quality of their own work.
- Provide timely and high-quality feedback to candidates.
- Liaise closely with the Placement team to ensure candidates are technically matched to opportunities with host organisations.
- Training Candidates to be confident in programming such as HTML & CSS, Python, JavaScript, Java ,MySQL, SQL, Salesforce and AWS.

2. UCT ONLINE HIGH SCHOOL: SUBJECT SPECIALIST (March 2022 – April 2023)

- Develop a variety of teaching and instructional methodologies that make up best practices for their subject group.
- Conduct lesson planning within your subject team to develop appropriate teaching solutions and strategies that target the specific student needs that arise as they progress through the course.

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- Take ownership of students enrolled in your subject and monitor their academic performance using data and metrics aligned with key performance indicators (KPIs).
- Work closely with the Product team to improve content, using data analysis and best practice in your subject grouping.
- Consult on the course evaluations process to ensure that feedback is channelled into the Learning Design team according to the ADDIE model.
- Work closely with the Learning Facilitators and Teaching Administrator to supply resources for remediation.
- Work with our Student Mentors, Student Experience Leads and Student Well-Being to oversee the progress of all students on Individual Support Plans within the allocated student group.
- Review holistic performance of students on a regular basis.
- Facilitate and participate in extracurricular activities such as social activities, clubs and student organisations.
- Identify and address key hub training metric failures with the hub franchise network and operations teams via weekly reports.
- Provide input into high level project requirements for continuous training process development and improvement.
- Involvement in training solution implementation requirements.
- Work closely with and support the operations team(s) working towards continued execution improvement.
- Use of PHP to add content to the LMS.

Leadership:

- Mentoring, coaching, developing, and motivating the Learning Facilitators in your subject grouping to enable them to facilitate transformative learning experiences.
- Moderate submissions that contribute to learner progress.
- Using subject specifications to ensure that the quality of grading meets the required examination standards.
- Using subject specifications to ensure that content meets the required examination standards, peer-review cycle tests and exam papers set by the Learning Designer and determine the efficacy and suitability of content.
- Meet weekly with the Learning Facilitators and Teaching Administrators in your team to identify student progress, trends and at risk-students.

3. WYNBERG GIRLS HIGH SCHOOL: SUBJECT HEAD AND EXAMS CO-ORDINATOR (April 2021 – March 2022)

- Participate in curriculum development and quality assurance of the programmes.
- Develop course material and innovative teaching and learning methods.
- Identify at risk students, develop intervention strategies and monitor student progress.
- Ensure excellent academic results; 100% pass rate.
- Academic administration, assessment and subject management.
- Involvement in service learning, community outreach initiatives and corporate wellness events.

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- Quality assurance of exams and processes.

4. NORMAN HENSILWOOD HIGH SCHOOL: SUBJECT HEAD AND EDUCATOR (Since January 2015 – March 2021)

- Participate in curriculum development and quality assurance of the programmes.
- Develop course material and innovative teaching and learning methods.
- Identify at risk students, develop intervention strategies and monitor student progress.
- Ensure excellent academic results; 100% pass rate.
- Academic administration, assessment and subject management.
- Involvement in service learning, community outreach initiatives and corporate wellness events.
- Assisting with departmental initiatives, encompassing the development, support, implementation and evaluation of strategic and operational plans.

- 5. SOUTH PENINSULA HIGH SCHOOL: STUDENT EDUCATOR (2014)
- 6. PART TIME SALES CONSULTANT: New Balance (2013)
- 7. TUTOR (2011-2012)
- 8. WCED Mark checker (2010-2012)
- 9. LIVINGSTON HIGH SCHOOL: STUDENT EDUCATOR (2011)
- 10. PART TIME SALES CONSULTANT: Cape Union Mart (2010)
- 11. RHODES HIGH SCHOOL: STUDENT EDUCATOR (2010)
- 12. PART TIME RETAIL ASSISTANT: Pick n Pay (2009)
- 13. PORTLANDS HIGH SCHOOL: STUDENT EDUCATOR (2009)

ADDITIONAL ACCREDITATION

1. National Professional Teachers' Organisation of South Africa: Discipline for Peace workshop.
2. Google Certified Educator Level 1
3. Classroom management on LinkedIn.
4. Microsoft Excel
5. Python Essential Training course (LinkedIn Learning).
6. Coding for Visual Learners: Learning JavaScript (LinkedIn Learning).
7. SQL, structured query language (LinkedIn Learning).
8. Data Science (LinkedIn Learning).
9. R. (LinkedIn Learning).
10. Data analytics. (LinkedIn Learning).
11. AWS cloud practitioner.

REFERENCES

1. **Western Cape Government** – Alistair Mather (WCED Head Office), 021 467 2962 or alistair.mather@westerncape.gov.za
2. **BMW IT hub South Africa** – Rowan Pillay(Solutions Architect), 0723834482 or rowan.pillay@bmwithub.co.za.

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