

Michelle Dias

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Nationality: South African/Portuguese

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Languages: English, Afrikaans

Personal statement

Having dedicated my career to enhancing sports in education, I'm eager to contribute to your esteemed organization and share its goals. With over a decade of experience in education coordination and sports management, I possess a deep understanding of this field. My strengths lie in leadership, academic proficiency, impeccable organization, and effective communication. I excel in managing people, valuing each individual and integrating them into cohesive teams. I believe in combining ethical principles, business acumen, and people management to drive my career forward.

Understanding the importance of a strong foundation for aspiring athletes, I approach challenges with an open mind and a focus on solutions. Collaborating with diverse individuals is a passion of mine, recognizing the value of nurturing a healthy team dynamic.

Employment History

Head of Sport – Wynberg Girls High School

(Jan 2019 - Present)

ADMINISTRATIVE DUTIES

- To ensure that a wide variety of sporting opportunities are available to all pupils through high quality fixture provision, tournaments and events for all pupils throughout the year.
- To promote and increase participation in a wide range of sports across the school.
- To develop a positive relationship between the schools and the wider community through cooperative ventures, publications, competitions and school activities.
- To create and maintain an extensive sporting outreach programme that offers sporting opportunities to the local community.
- To organize and manage a variety of events that celebrate pupils' sporting achievements across the schools, including but not limited to an awards ceremony and sports days.
- To sustain effective, positive working relationships with all staff, pupils, parents, external bodies and the local community.
- Supervise all sporting disciplines across the organization.
- Generate monthly reports on sports activities and performance.
- Coordinate weekly transportation arrangements for sports events.
- Assume the role of Head of Hockey.
- Manage contracts for coaches and coaching staff.
- Prepare, update, and monitor budgets related to sports programs.
- Provide oversight and support for coach management initiatives.
- Head of Learn2swim program

COACHING DUTIES

- Conducting hockey coaching sessions
- Providing Physical Education coaching
- Developing and executing fitness programs
- Coaching high-performance teams

Head of grade 8 PE

Head of Sport - Table View High School

Natural Science Educator

(Jan 2016 – Dec 2018)

- Supervise all sporting codes, fixtures, and tours.
- Generate monthly reports on sports activities and outcomes.
- Coordinate weekly transportation arrangements for sports events.
- Manage contracts with external sports coaches.
- Prepare, update, and monitor budgets for sports programs.
- Fulfill duties as a Grade 8 Natural Science educator.
- Assume the role of Head of Hockey.
- Provide oversight and support for coach management initiatives.

COACHING DUTIES

- Conducting hockey coaching sessions
- Conducting athletics and tennis sessions
- Providing Physical Education coaching
- Developing and executing fitness programs
- Coaching high-performance teams

Sport Co-Ordinator - Voortrekker High School

(Jan 2014 – Dec 2015)

- Manage procurement for all sporting equipment.
- Supervise girls' sporting codes, fixtures, and tours.
- Prepare monthly reports on sports activities.
- Coordinate weekly transportation arrangements.
- Prepare, update, and monitor budgets for sports programs.
- Serve as a Physical Education Educator for grades 8-12, catering to both boys and girls.
- Lead as the Head of Hockey.
- Lead as the Head of Golf.
- Handle all aspects of sports media coverage.
- Boarder Mistress

COACHING DUTIES

- Coaching hockey
- Coaching Athletics
- Coaching Physical Education
- Create and Implement fitness programs.
- Coaching High Performance teams
- Running of the ladies Girls gym set up and doing classes.

Education

Currently enrolled in Coaching Science – ETA (Current)

- Studying online

Digital School of Marketing (2019)

Accredited in the following:

- Navigation and social media landscape
- social media content strategy
- creating content that drives engagement.
- Brand management
- Managing social media community
- Marketing communication
- Social media brand identity
- Social media marketing strategy planning

University of Potchefstroom (2008 - 2013)

Sport Science

- Intro to academic literacy
- Academic literacy
- motor learning
- sport and exercise psychology
- coaching science in practice athletics
- supplementation and ergonomics
- coaching science in tennis
- social and community psychology
- game skills development
- sport science in hockey
- generic sport coaching science
- kinanthropometry
- Game skills application in athletics
- know and understand health
- coaching science in golf
- sport and exercise physiology
- game analysis and preparation

OTHER:

Certificate of Merit: Basic strapping Course (Leuko)

Personal Achievements

Current Provincial and club hockey player

South African Hockey team u/17/u/18 (2007)

Other sports

- Golf provincial level.
- Squash provincial level.
- Tennis
- Biathlon provincial level
- Cycling
- Athletics provincial level

References

Kaelin Stemmet – Educator

Cell: +27 73 336 1585

Email: kaeste007@gmail.com

Jana De Villiers – WCED

Cell: +27 83 653 8723

Email: devilliersjana@ymail.com

Melissa Abrahams – Head of Water Polo and Grade Head (8) Wynberg Girls High School

Email: mabrahams@wynghs.co.za

Reference: Testimonial
Enquiries: AR Southgate

TO WHOM IT MAY CONCERN

The undersigned considers it a privilege to testify on the good graces and hard work of Michelle Dias.

Michelle joined Table View High School as a Sports Administrator and Educator in 2016. Accepting or taking up the position wearing two hats has been no easy task. The responsibility of teaching natural science to grade 8 and 9 learners in itself comes with several challenges, added to this she had to utilise her time to do the sports administration of the entire school, in my opinion, a full time job at a school like Table View High School and then in addition to this she also had the responsibility of coaching Hockey to senior teams.

It is my considered opinion that in her time at the school she has been giving a very good account of herself. Unless they complained elsewhere, Principals and Sports Administrators from other schools have never complained and only had the highest regard for the work that she is doing. As for the teaching – subject heads had never mentioned anything negative but rather highlighting her willingness to learn, positive attitude and her good rapport with the learners in her classes. In fact, they appreciated and valued her as part of their team.

Discussions in my office around her teaching and other responsibilities were honest and open and what I particularly like about her was her willingness to learn and try new things and hence work very closely with her colleagues and she always strived to give of her best to her learners.

Added to all her duties and responsibilities that goes with the above-mentioned vocations, she still found time to exercise and play her much loved sport – hockey. Her personal achievements in the sport included receiving WP Colours and also being sent to SA Trials and trying to qualify for the SA Senior Women's team.

It is my feeling that **Michelle** wants to grow and hence is looking for a new challenge therefore applying for a new position. Should she be successful in her application, the reader needs to know that she comes well recommended. Her leaving Table View High would leave a void that they would have to try and fill. In fact, I think they might have to employ two people to do her work.

My best wishes accompany her, she is deserving of it.



AR Southgate
CIRCUIT MANAGER AND FORMER PRINCIPAL OF TABLE VIEW HIGH SCHOOL
27 July 2018



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Private Bag X45, Parow, 7501
Employment and salary enquiries: 0861 92 33 22
www.westerncape.gov.za



School for Biokinetics, Recreation and Sport Science (School for BRS)

26 June 2015

To whom it concerns

WORK EXPERIENCE GAINED BY MISS. M. DIAS

The above-mentioned student was responsible for the administration and execution of activities in the North-West Hockey Academy programme, which among other things consisted of the following: liaison with athletes and coaches of different sports, organising of workshops, the setup of testing protocols and execution of these protocols, the writing of reports and programmes. She also has gained a lot of experience in the practical field of coaching hockey during her involvement in the degree program.

She definitely has the ability to convey difficult subject matter to a group of students. Her communication and presentation skills are very well developed and suited for practical situations.

Miss. Dias is a hardworking and responsible student who has really excel in the field of conditioning and coaching. She has very good relationships with the people around her. She is very precise in everything she does and will go out of her way to complete any task that is given to her. Miss. Dias can also take charge of almost any project and has the leadership skills to make a success in the world of Sport. She is a hard worker and has the knowledge, ability and intellectual capacity to excel in any working environment.

It is therefore the undersigned's conviction that she will be able to do well in any job that is given to her.

Kind regards

A handwritten signature in black ink, appearing to read 'Brand', with a large, stylized loop at the end.

Sumari Brand

Sport Scientist

Institute for Sport Science and Development

North-West University

Potchefstroom Campus

South Africa

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