

NICHOLAS GAELAN DOOGE

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Education

Somerset West Private School, Somerset West — High School
Diploma (*Matric*)
2012

75% average with pure maths, science, IT, business studies, Afrikaans, and English First Language(Home).

TEFL Certificate, I-to-I, Online — 2015

WeThinkCode, Cape Town — 2020/2021 - Software Engineering - Incomplete
*Reason for leaving: Having to work after the birth of my children.

FreeCodeCamp, Online course — website development and hosting
Responsive web design - certificate - completed 2020.

Work Experience:

May 2023 - Current

G Adventures: Reservations Coordinator

- Responsible for booking accommodation and services for groups of travellers.
- Monitoring and delegating team inbox
- Comfortable handling emergency phone
- Validating invoices - identifying errors and seeking solutions to reduce delays for payments.
- Using in-house systems, spreadsheets, and regular emails to suppliers.

Oct2022 - May 2023 (Stopped due to lack of regular work)

Film industry: Background artist & model

Jan 2021 - October 2022 (Stopped teaching due to severe struggles with loadshedding)

Online English tutor for foreign learners (TEFL)

- *Conducted online English classes for learners aged 5+ years old. Both children and adults.
- Teaching materials included various textbooks based on learners goals & desired outcome.
- Provided daily feedback to monitor progress and identify homework / revision.

FEBRUARY 2022 -APRIL 2022(Left position in order to focus on English teaching)

Gelukwaarts Plaas, Grabouw –*Supervisor*

- Supervise apple harvesting staff - ensure targets and standards are met.
- Communicate with farm workers, and provide feedback from the farmer.
- Driving a bakkie to assist with staff transport.
- Weekend security patrol on the farm.
- General office admin duties, attendance reports, and dealing with general staff issues.
- Handing out of payslips

JAN 2022 - FEB 2022 (Left position as I was offered job on the farm)

Grabouw Butchery, Grabouw – *Driver & Apprentice butcher*

- Driving small trucks for meat deliveries in both local and nearby towns.
- Ensure correct stock is loaded and delivered.
- Invoicing of clients.
- Working FOH in the deli shop as well, to work with customers directly.
- Worked with the blockman / butcher to learn how to de-bone carcasses.

2013 - 2020

Hospitality and service industry, Western Cape – *Bartender, waiter, manager, tasting room assistant*

- Worked at various restaurants, bars and events as a server and assistant manager.
- General manager for small business at Lourensford Market
- Duties included serving customers, stock take, ordering stock, calculating and paying wages, cash up, and banking deposits.

JUN 2014 - FEB 2018

Evolve Productions, event management –*Founder*

- Planned, organised and hosted around 50 small scale events at local venues.
- Negotiated rates for venue and equipment hire.
- Contacting and booking artists to perform at events. (Including DJ / Bands and dancers.)
- Marketing events on social media, selling tickets via vendors, online and at the door.
- Decorating the venue prior to the events.
- Setup of audio and visual equipment to be used for the event.
- Running of events including contracting security for access control.

DEC2019 - Jan 2021 (Business closed due to highly saturated coffee market)

Ikawa Coffee Co, – *Founder*

- Procure raw coffee beans from an African importer.
- Roast green coffee beans
- Design packaging
- Marketing and distribution to clients.
- Created online shop(E-Commerce)

DEC 2015 - JAN2016

Umkulu Rafting / The Growcery, Vioolsdrift Namibia - *volunteer*

- Volunteer to assist the lead river guide during guided rafting tours.
- Assist with basecamp duties such as cooking and guest entertainment.