

Experienced coordinator and content developer offering 9+ years of expertise in education and academics. Proficient in content development and research. Skilled in proofreading and editing with excellent time management and coordination.

WORK EXPERIENCE

PROGRAM COORDINATOR - MASTER IN MANAGEMENT MATERNITY COVER

IE University, Madrid, Spain | Dec 2022 - Jun 2023

- Collaborate with relevant stakeholders to ensure the proctoring system meets the needs and requirements of students and faculty.
- Serve as a key point of contact for students requiring learning accommodations.
- Collaborate with faculty and staff to implement accommodations and provide necessary support throughout the learning process.
- Maintain accurate records of attendance and absences, ensuring compliance with department policies and procedures.
- Collaborate with event organizers, students, and department personnel to define event objectives and logistics.
- Communicate effectively and professionally with professors and colleagues, both in person and through written correspondence.

NOTABLE ACHIEVEMENT:

- Managed 2023 MIM Challenge: Coordinated sustainable go-kart construction and race for students, facilitated transformation into patio furniture donated to retirement home, fostering teambuilding and sustainability.

FREELANCE EDITOR AND WRITER

Madrid, Spain | Jan 2014 - Nov 2022

- Generate engaging and original written content across various topics.
- Conduct thorough research to ensure accuracy and credibility of the content.
- Review and edit written work to improve clarity, coherence, and overall quality.
- Collaborate with authors to refine their work and prepare it for publication.
- Review and revise content to align with the required formatting standards.
- Verify the accuracy and clarity of technical information and terminology.
- Establish and maintain regular communication channels with the client.
- Respond promptly to client inquiries and provide updates on project progress.

NOTABLE ACHIEVEMENT:

- Provided critical evaluations of writing and formatting of several scientific texts, resulting in the client earning a Master's degree and having their work professionally published.

COORDINATOR AND CONTENT DEVELOPER

Madrid

LANGUAGES

English - Native
Afrikaans - Native
Spanish - B1 Certified
Japanese - A2

AREAS OF EXPERTISE

Content Development
Critical Thinking
Research
Proofreading and Editing
Lesson Planning and Strategy
Time Management
Digital Publication
Communication and Delivery

EDUCATION

Bachelor of Arts - Humanities
University of Stellenbosch | 2012

Major in philosophy and sociology, minor in political science

CERTIFICATES

Scaled Agile
University of California 2023

Copywriting Fundamentals
Chartered Institute of Marketing 2022

Vaughan Corporate Trainer
80 hours | Vaughan Systems 2021

B1 DELE Qualification
Instituto Cervantes 2019

JLPT N5
Japan Educational Exchanges and
Services 2014

TEFL Certificate
120 Hours | University of Stellenbosch
2013

WORK EXPERIENCE CONTINUED

CORPORATE ENGLISH TEACHER
Vaughan Systems, Madrid, Spain | Aug 2021 - Nov 2022

- Deliver engaging and interactive virtual classes to individuals and groups.
- Adapt teaching methods and content to meet the professional communication needs of each student.
- Develop lesson plans and instructional materials that align with Vaughan Systems' guidelines and objectives.
- Review and refine corporate presentations and projects to enhance their professionalism and effectiveness.
- Creating and updating lesson content using a variety of online sources and materials provided by Vaughan Systems to suit student needs and the current environment.

ENGLISH LANGUAGE ASSISTANT
UCETAM, Madrid, Spain | Sept 2019 - June 2021

- Teach and engage with students in ESO, bachillerato, and FP education levels.
- Modify and customize lesson plans and homework assignments to align with the educational requirements and learning styles of the students.
- Ensure that the adapted content promotes understanding and achievement of learning objectives.
- Foster collaboration and teamwork among students to develop effective communication and presentation skills.
- Apply acquired knowledge and insights to enhance teaching strategies and improve student learning outcomes.
- Plan, coordinate, and execute cultural events aimed at promoting cultural engagement among students.

ASSISTANT LANGUAGE TEACHER
Interac Osaka, Osaka, Japan | Aug 2018 - July 2019
Fukushima Board of Education, Fukushima, Japan | July 2013 - July 2018

- Conducting classes at the junior and senior high school levels to develop language skills according to the Japanese university entrance requirements.
- Review and revise Native teacher content and exams to ensure accuracy, coherence, and alignment with curriculum objectives.
- Provide guidance and support to students in preparing for university entrance interviews and examinations.
- Offer strategies and resources to help students effectively prepare for university admission requirements.
- Develop and deliver culturally diverse content, assignments, and multimedia resources to broaden students' awareness and understanding of different cultures.
- Participate in conferences and seminars related to language education as a presenter and workshop instructor.