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| Candidate Name: | Nicolette Posthumus |
| Gender & race: | Female, white |
| ID: | 9302220060082 |
| Age: | 24 |
| Driver's License | Yes – code 08 |
| Languages | English, Afrikaans |
| Home Country | South-Africa |
| Current Country | Vietnam, Hanoi |



EDUCATION

HOERSKOOL DINAMIKA
FACE TO FACE

MATRIC, 2011
2012 – 2014

- City & Guilds Diploma for Beauty Therapy
- Diploma in Health & Skincare Diploma in Make-Up Design & styling
- Diploma in Beauty Specialist Diploma in Nail Technology
- Certificate in Relax Scalp Massage
- Certificate in Eyelash Extensions
- Certificate in Advance Make-Up & Styling
- Certificate in Airbrushing
- Certificate in make-Up Artistry
- Competency Certificate in Body Therapy, Image Consulting, Henna Tattoos, Fast Fashion Hair Styling & Photographic Workshop
- Attendance Certificate in Skin mate Skincare Product Training & Salon Specifics Product Training

-First Aid Responder Certificate

-PADI Swim School

- Swim instructor course

-i-to-I TEFL Course

- TEFL Certification- 120 Hours

-Pro-Ed

- Early Childhood Development Level 4 & 5 Diploma

- **Child Care Experience: 2 year**

CAREER SUMMARY

Jan 2012 – Apr 2012

Position:

TAX DATA

Junior Bookkeeper

- Pastel accounting
- Invoice capturing
- Payments & receipts entries Filing
- General admin duties

Reasons for Leaving: Company closed down

August 2014 – October 2015:

Position:

JONATHAN ANDREWS ACADEMY

Make-up artist/ Lecturer

- Manual Publishing – Course material
- Teaching Marketing Course - sales
- Online Make-Up shop
- admin
- Photo Shoots
- Make-Up Applications
- Client meetings
- Office Admin duties

Reasons for Leaving: I moved to Randburg & due to unprofessional behaviour from the boss.

November 2015 – February 2016:

Position:

Reddford House Northcliff

School Receptionist, Personal Assistant & HR

Receptionist:

- Face of the school
- Answering all calls to the school
- Handling walk in, future and current parents in a friendly manner
- Assisting to the best of my abilities the students, parents and teachers
- Ensuring parents and students feel comfortable, and leave the premises happy and satisfied with the service received
- Ensuring no one walks into the student area without authorization

Personal Assistant:

- Making all appointments for the MD
- All bookings for the MD such as flights, hotels etc.
- Maintaining the MDs diary
- Ensuring the MD is up to date at all times with regards to any incidents, complaints, compliments and staff queries

HR:

- Offer of employment
- Ensuring all documentation is received for each new staff member
- Ensuring all the staff members get their salary and over time etc.

Reasons for Leaving: Temporary contract for 3 months, left because of a teaching opportunity.

March 2016-August 2016:

Position:

Magic Being Nursery & Swimming School

Teacher and Swim instructor

- Morning class teacher in baby centre age group 3 months to 1 year old
- Head Teacher in age group 4-5 years' old
- Afternoon sub teacher in age group 2-3 years' old
- Swimming teacher
- Preparation of lesson plans and reports
- Communicating with parents

Reason for leaving: I moved to China.

Currently working at:
Position:

New Youth Training School
English Teacher

Duties: Teaching kindergarten, Primary and middle school students english

Currently:
Position:

Morning Star International Kindergarten
Kindergarten Teacher

What I enjoy:

- Playing Hockey
- Coaching hockey and sports
- Ice Skating
- Spending time with family
- Playing around with make-up

Summary:

I am a trustworthy person who enjoys working with children and people and believe you must love what you do. I enjoy working hard and to make a difference in children's life even if it is just with a smile. As much as I enjoy learning I love assisting others in developing a skill or understanding a process. I am always willing to learn more skills and to push my boundaries as you can never have too much experience.