

# NIKKI CLARKE (NICOLETTE SUSAN)

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## INTRODUCTION

I am an experienced and helpful teacher with a passionate interest in learning and studying. I have taught a wide range of subjects, skills and study methods to learners from Grade 1 to Grade 12. I have also helped adults and university students acquire English and many different business skills. I focus on bringing clarity and understanding in a supportive and creative way, while providing students with the tools they need to become confident learners. I adopt a mentoring and coaching approach, as each student has unique requirements, motivations and ambitions.

## KEY SKILLS

- ☑ **COMMUNICATION:** positive | succinct | warm
- ☑ **PATIENCE:** calm | respectful | attentive
- ☑ **ACTIVE LISTENING:** empathetic | confidential | problem-solving
- ☑ **WRITING:** accessible | logical | interesting
- ☑ **ORGANISATION:** goal-oriented | prepared | professional
- ☑ **SUBJECT KNOWLEDGE:** informed | ability to break down difficult concepts | creative
- ☑ **ONLINE / FACE-TO-FACE:** Zoom | Skype | Microsoft Teams | Google Chat (Hangouts)

## EDUCATION

**ADVANCED DIPLOMA TEACHING ENGLISH AS A FOREIGN LANGUAGE:** i-to-i Teach English Abroad, 2022

- Level 5; regulated by Ofqual and approved by the ODLQC (UK) and DEAC (US)

**CERTIFICATE IN INTERNET MARKETING:** University of Cape Town, 2013

**B. PRIM. ED DEGREE:** University of Cape Town, 1989

- Top student (Graduated with distinction in Education Theory and Practice)
- Recipient of Twamley Scholarship, 1988 and Marie Grant Memorial Prize, 1989

## WORK HISTORY

**TUTOR:** Self-employed, March 2022

- Mathematics, Afrikaans

**HOME-SCHOOL TEACHER:** Self-employed, Apr 2021 – Dec 2021

- Taught English, Afrikaans, Mathematics, Economics, Life Sciences and Computer Applications Technology, helping my daughter to achieve her goal of attaining 7 distinctions for matric

**HIGH SCHOOL TEACHER:** Abbots College Claremont, Feb 2020 – Apr 2021

- Taught Grade 11 and 12 Mathematics and Life Orientation
- Made Mathematics Head of Department in January 2021

Reason for Leaving: Daughter needed tutoring for writing matric due to Covid-19 gaps

**HOME-SCHOOL TEACHER:** Self-employed, Nov 2018 – Dec 2019

- Taught English, Afrikaans, Mathematics, History, Business Studies and Tourism, helping my son to achieve his goal of attaining 7 distinctions for matric

**EVENTS ORGANISER: FISH HOEK CRAFT & GIFT FAIR:** Self-employed, May 2018 – Nov 2018

- Recruitment, selection and appointment of 150 crafters
- Designing and implementing the promotion and marketing strategy, including social media
- Management of event, which had over 5 000 visitors during the 10 days

Reason for Leaving: An annual 10-day event

**HOME-SCHOOL TEACHER:** Self-employed, Apr 2015 – Nov 2017

- Taught Cambridge IGCSE and AS English, Afrikaans, Mathematics, Business Studies and History, helping my son to improve his Maths mark from 37% to 79% in the IGCSE examination in April 2017

Reason for Leaving: Son's health improved, and he was able to return to school at the beginning of 2018

**CLASS TEACHER:** Michael Oak Waldorf School, Jan 2008 – Feb 2010

- Taught Grade 1 (2008) and 2 (2009) learners, adapting teaching methods to meet learners' varying needs

Reason for Leaving: Wanted to spend more time with my young children

**MANAGING DIRECTOR:** Pearson Education South Africa, Jun 2000 – Sep 2007

- Established vision and prepared 5-year business plan for Board and drafted operating budget for 10 departments
- Organised staff training on publishing, production, sales and marketing, customer service, budgeting and performance management

Reason for Leaving: Took up a teaching position at my children's school to spend more time with them

**SENIOR PUBLISHING MANAGER, PUBLISHING MANAGER & PUBLISHER:** Maskew Miller

Longman, Apr 1995 – May 2000

- Managed 8 Publishers and conducted company-wide publishing training courses
- Commissioned and project managed author teams in 12 subject areas, adhering to content best practices and project specifications
- Presented courses and wrote articles on Technology Education and Outcomes-based Assessment
- Awarded Chief Executive's trophy for most outstanding employee

Reason for Leaving: Promotion

**OTHER EMPLOYMENT:** Jan 1990 – Mar 1995

- Primary School Teacher (Selborne Primary and Pinelands North Primary)
- Author of several school textbooks (Oxford University Press and Maskew Miller Longman)
- External Examiner in English Methodology (University of Cape Town)
- Part-time Lecturer in Geography Methodology (University of Cape Town)

**REFERENCES** (given on request)

*"You managed to touch each one of your student's lives for the better and everyone loves you! Your legacy lives on because you will always hold the crown for Best Maths Teacher ever! Even people who weren't your students miss you!"* Matric student, 2021