Neli Felicia Ntshinka

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**PROFESSIONAL SUMMARY**

A graduate of Life Sciences (Biochemistry and Physiology) from Stellenbosch university, also in the process of completing postgraduate certificate in education with mathematical literacy & life sciences subject specialisations, expertise in tutoring life sciences, mathematics. Experienced in handling high school learners from grade 8 to 12.

I am interested in teaching either face-to-face or online, tutoring and mentoring. However, I am versatile and actively working on myself and skills to be fit for any type of work.

**CORE COMPETENCIES**

* Life sciences
* Mathematics
* Mathematical literacy
* Teaching English as Foreign Language (TEFL)
* Curriculum development
* Lesson planning
* Assessment and evaluation
* Classroom management
* Instructional technology
* Communication skills
* Adaptability and flexibility
* Student support
* Reflective practice
* Collaboration

**EDUCATION**

Institution : Stellenbosch university

Qualification : Bachelor of Science in Human Life Science (Biochemistry and

Physiology)

Status : Completed

Institution : Stellenbosch university

Qualification : Postgraduate Certificate in Education (PGCE)

Status : In-progress

**WORK EXPERIENCE**

Ikamva Youth – Monitoring & Evaluation Internship

(February 2024 – Present)

* Contributing to the achievement of regional specific objectives.
* Training learners on computer literacy based on the curriculum provided by Ikamva Youth.
* Preparing the computer laboratory for training sessions.
* Completing an attendance register for learners that are present for such training sessions.
* Reporting all technical challenges related to the computer laboratory to the Branch Coordinator.
* Monitoring the usage of data and computers.
* Assisting with making photocopies on behalf of learners and tutors.
* Making photocopies of learner materials for training sessions, material for parent meetings and agendas needed for various meetings held at the branch.
* Tracking, summarising and storing all invoices and expenses related to travel, as well as proof of reason for travel and approvals obtained.
* Ensuring accurate updating of templates on IYHR Online Filing System.
* Taking attendance registers for all sessions, meetings and events.
* Carrying out a trend analysis of attendance stats.
* Managing the contact details list for learners and parents, keeping track of changes and updating the contact list.
* Encouraging learner attendance through regular communication and follow-ups.
* Calling learners who have missed attendance on one occasion, in the case of absenteeism of more than one occasion contacting parents to follow-up.
* Personally taking attendance at every homework and tutoring session.
* Managing the tutoring space/room by opening before sessions and closing when sessions are finished.
* Ensuring that the Caretaker has cleaned the space before and after tutoring, and ensure that learners pick up litter and pack their chairs/tables away after sessions.

Fish Hoek High School – Observation

(22nd January 2024 – 2nd February 2024)

Masiphumelele High School – Student Teacher Practice

(15th July 2024 – 06th September 2024)

Ikamva Youth – Tutor

(January 2019 – Present)

Volunteering

* Tutoring mathematics
* Tutoring life sciences