

# CHELSEA NYANDORO

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## CONTACT ME

**PHONE**  
+263787481752

**EMAIL**  
crv.nyandoro@gmail.com

## ABOUT ME

Dedicated and self-motivated goal oriented professional with 3+ years working in education with individuals from various cultural and linguistic backgrounds as well as 2+ years working in social media management. Adept at working independently and collaboratively on projects. Passionate about creating a safe and comfortable learning and working environment while providing individualised attention to help participants achieve their goals.

## EDUCATION

2017-2020  
**BA. INTERNATIONAL RELATIONS  
INTERNATIONAL DIPLOMACY AND  
COMMUNICATION**  
Budapest Metropolitan University  
Budapest, Hungary

2014-2015  
**'A' LEVEL**  
Gateway High School/  
Harare, Zimbabwe

2010-2013  
**'O' LEVEL**  
Gateway High School/  
Harare, Zimbabwe

## EXPERIENCE

### **ACADEMIC FACILITATOR - PRIVATE TUTORING (ZIMBABWE)**

September 2020 - December 2022

- Prepared and presented Abeka curriculum and Zimbabwe school of Correspondence curriculum for grades 2 and 5.
- Monitored student progress in preparation of entrance and final exams.
- Recorded student progress for school records.
- Created tailor made PowerPoint presentations for grade 5 lessons.
- Taught both grades concurrently, while providing one-on-one attention to both students.

### **INSTRUCTOR - OPEN MIND EDUCATION CENTRE (HUNGARY)**

January 2018 - August 2018, November 2019-July 2020

- Prepared and presented IB level Business studies, History, English Language & Literature lessons for high school students.
- Prepared and presented English lessons for students between the ages of 10 and 16 both in person and virtually.
- Monitored student progress in preparation of entrance and final exams.
- Recorded student progress for school records.
- Initial student assessment to determine English level before lesson commencement.
- Taught English as a second language to native speakers of Hungarian, Russian, Korean and Chinese.
- Provided preparatory sessions for English entrance exams and final English exams.

### **INSTRUCTOR - BERLITZ LANGUAGE SCHOOL (HUNGARY)**

January 2019- August 2019

- Prepared and presented Business English Language Lessons for working professionals ranging from beginner A1 level to advanced C2 level between the ages of 25 and 50.
  - Monitored student progress in preparation of final language exams.
  - Recorded and submitted daily pedagogy reports on student progress for company and school records
  - Taught 3 classes with 4-5 members and provided one-on-one English lessons for 2 senior management members.
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## FREELANCE SOCIAL MEDIA MANAGER - MAUYU HAIRCARE (REMOTE)

September 2021 - Present

- Curation and coordination of feed posts including pictures and videos for multiple social media platforms. Created social media plan to improve page visits, website click-throughs, engagement and content reach.
- Created and edited short and long form videos for Instagram and Pinterest - this boosted reach to over 1.5k views within the first month on Pinterest and 21.2k reach on Instagram.
- Liaised and coordinated content creation with creators located in the UK and Germany to arrange product gifting in exchange for content for publication - this helped boost engagement and reach in the UK.

## FREELANCE SOCIAL MEDIA MANAGER - UNTIED TALK POD (REMOTE)

September 2021 - Present

- Curation and coordination of feed posts including pictures and videos, caption creation, content creation & for 4 different platforms.
- Created social media plan to improve page visits and grow podcast listener base.
- Script writing and research for podcast episodes and post production content moderation.
- Facilitated collaboration between a US based creator and Untied Talk hosts on Instagram Live.

## PERSONAL ASSISTANT/ VOLUNTEER - EMPOWER CIRCLE ZW

July 2020 - December 2020

- Prepared and assisted in the distribution of grocery aid packs to young new mothers from low income households during the Covid 19 pandemic.
- Prepared digital presentations for sexual harassment seminars for working professionals.
- Drafted, proofread and edited correspondence, blog posts and articles provide sponsors with detailed accounts of all outreach work carried out.
- Provided administrative assistance to ensure deadlines were met on time.

## SKILLS

- Proofreading and editing
- Content writing
- Results oriented
- Assertive and confident
- Canva
- Microsoft Office Suite
- Blogging tools
- Teamwork and collaboration
- Decision making
- Multi-tasking
- Written and Oral communication
- Time management
- Team collaboration (Slack, Asana, Teams, Zoom, Skype)

## CERTIFICATES /LICENSES

**LEVEL 5 TEFL CERTIFICATE**  
The TEFL Academy

**IELTS ACADEMIC BAND 8.0**  
British Council

**CLASS 4 DRIVER'S LICENSE**

## REFERENCES

**TAREMEREDZWA CHIREWA**  
Director / Zimbabwe German Society  
Phone : +36 30 754 4648  
Email : eszterszaniszlo@hotmail.com

**CYNTHIA MAGWENJERE**  
Operations Manager  
Phone : +263776175769  
Email : ckfnyandoro@gmail.com

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