



NICKI VAN NIEKERK

TEFL CERTIFIED ESOL TEACHER

☎ +27 76 2544 597

✉ nickivanniekerk21@gmail.com

📍 Ballito, KwaZulu Natal, South Africa

About Me

I am a creative and motivated individual, passionate about teaching English. I have a Level 5 TEFL certificate from The TEFL Academy and experience in both classroom and one-to-one teaching. With a background in Consumer Science, I possess extensive administrative skills and have two years of teaching experience with children aged 6-18, and one year of teaching English to children aged 5-10. I have also completed my education to Honors level at a prestigious South African university.

Personal Details

Full Name: Nicki Marina van Niekerk
Maiden Name: Naudé
ID Number: 9911010081080
Date of Birth: 01 November 1999
Nationality: South African
Highest level of Education: Honors degree
Marital Status: Married
Language: English and Afrikaans

Awards:

-Golden Key 2019
-Golden Key 2020

Other:

Qualifications, certificates, references and legal documents are available on request.

Experience

Teaching experience

Substitute Teacher

Hoërskool Hoopstad | 2022

- Provided substitute teaching services as needed.
- Adapted quickly to different classrooms and educational settings.
- Maintained a positive and supportive learning environment.

After-School Tutor- One-to-One learning

2019 | 2022

- Tutored students ages 6-12 in English and Math.
- Developed customized lesson plans to address individual learning needs.
- Fostered a positive and encouraging learning environment.
- Tracked and documented student progress.

Administrative and Coordination Experience:

Technical Product and Planning Lead

National Stationery | February 2023 - Present

- Coordinated procurement processes and provided daily support in sales operations.
- Managed new order preparation and replenishment order procedures.
- Conducted market analysis and provided insight analysis on new products.
- Maintained product data integrity and quality control.

Office Administrator Assistant

BD Naudé BDY | 2021 - January 2023

- Oversaw office operations, answering calls, scheduling meetings, and managing correspondence.
- Conducted administrative duties, including filing, typing, and data maintenance.
- Compiled health and safety analysis and managed health and safety maintenance.

Education

Qualifi Level 5 Certificate in Teaching English as a Foreign Language (TEFL) -168 Hours

- The TEFL Academy, UK (2021)

BSc Honors Consumer Science- Retail Management, Buying, and Interior Design

- North-West University, SA (2021)

BSc Consumer Science with Business Management (Distinction)

- North-West University, SA (2018-2020)

National Senior Certificate (Distinction)

- Hoërskool Hoopstad, Free State (2017)

Skills

- Teaching: Proven ability to deliver engaging and effective lessons.
- Communication: Strong written and verbal communication skills.
- Organization: Experienced in coordinating and planning activities.
- Technology: Proficient in Microsoft Office, Excel, Google Forms, Word, PowerPoint, Outlook, Google Mail and Microsoft Teams,