Ileyfreeman97”yahoo.comyah

 **Career Summary & Overview** 

Curriculum Vitae by: **Thandie**

**Personal Information**

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| **SPECIALITY**  | Education, Coordination and Supervision. |
| **ACCUMULATED WORK EXPERIENCE** |  |

A bright educational background with a Bachelor of Education (Double major, Physics and Education) Certificate in Database design and administration, Certificate in human resource management and currently pursuing Master’s degree in Science education. The lady performs best as a coordinator of educational events at national and international level. Willing to be proactive and efficient at all times during work

Key Skills

**Key Skills& Attributes**

**A. Unique Communication, Social, Networking and Interpersonal Skills**

Excellent oral and written communication skills developed through employment and academic study. Very confident and outspoken, full of life and energy at most.

**B. IT, Computer and Technology Based**

Skilled in the use of Microsoft Office,word,outlook,express, Microsoft Office. Quick at learning to use new software that require study and careful processing.

**C. Team player and Coordinator**

Gained team work experience and coordination from her daily work as a supervisor of other teachers and coordination of national and international academic science competitions.k Finds working in groups exciting and captivating.

**D. Confidence and willingness to Improve Results**

Displays confidence in articulating issues and always positive in approaching any issue/problem.

**E. Trustworthy and Faithfull**

Honesty and integrity is the motto I go by in any organization. I am honest in executing my duties and , understands well the professional ethics of any organization I am under.

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| FULL NAMES | Thandie  |
| DATE OF BIRTH | 15-04-1975 |
| GENDER | Female |
| NATIONALITY | Motswana |
| CRIMINAL RECORD | None |
| LANGUAGES | Setswana And English |
| DRIVERS LICENSE | Class B |
| RELATIONSHIP STATUS | Married |
| EMAIL | Thandie.380723@2freemail.com  |
| DISABILITIES | None |
| SPECIAL ABILITIES | Problem Solver, Creative ThinkerVisionary leader, Mathematical Accuracy |
| GOAL | To be the most accurate, hardworking and efficient employee in the organization. |

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| **Institution** |  **Year** |  **Achievements** |
| University of Botswana | 2015  | Currently pursuing Master’s degree in Science Education |
| Logan Business College | 2009  | Certificate in human resource management |
| NIIT | 2004 | Certificate in Database design and administration |
| University of Botswana , Gaborone | 1999 | Bachelor of Education ( Double major, Physics and Education) |
| TireloSechaba | 1994 | National service |
| Kgari Sechele II Senior Secondary School | 1991 –1993 | General Certificate of Education |

 **Educational Qualifications & Credentials** 

**Work Experience, History and References **

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| **JOB/COMPANY** |  **JOB DESCRIPTION** | **PERIOD** | **REFERENCES** |
| **International Junior Science Olympiad (IJSO) -2018 Botswana hosting** IJSO Project coordinator – | * Liaison officer between the Ministry of Basic Education and the IJSO Executive committee (EC) .
* Liaison office between the Ministry of Basic Education and the Local Organising Committee
* Make arrangements for the IJSO EC visit to assess Botswana’s readiness to host.
* Make arrangements for visa acquisition by the IJSO member counties.
* Seeking for sponsorship and funding for the IJSO 2018.
 | 2018 to date | Available On Request |
| **Senior Teacher****I -Physics** **Naledi SSS** | * Supervise physics teachers on daily activities
* Performance Management for the department
* Administration in the department
* Teaching Physics
* Inventory Management of the department
* Prepare and conduct practical’s in school as well as the external examinations .
* Setting, marking tests and offering remedial lessons
 | 2008 to 2017- | Mr O . OthusitseSchool Head  |
| **Country Coordinator- International Junior Science Olympiad** (IJSO) | * Select and train students to attend the IJSO event
* Liase with the Ministry of Education on the attendance of IJSO.
* Attend international Junior Science Olympiad (IJSO) representing Botswana
* Attend all International Board meeting(IB meeting) at the event of IJSO
* Take a vote on which country next to host the event of International Science Olympiad.
* Report to the Ministry of Education all information regarding IJSO
 | 2010 to Present  | Available on Request |

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| **JOB/COMPANY** |  **JOB DESCRIPTION** | **PERIOD** |
| **Demonstrator-(Physics )-University of Botswana**  | * Supervise laboratory work for year 2 students
* Conduct tests and examinations as scheduled
* Mark the tests and examinations as requested by the department
 | 2002-2016 |
| **Curriculum Development Group For Botswana Technical Education Programme (BTEP)-**Department Of Vocational Education and Training | * Design and validate the science and technology curriculum for science laboratory technicians(physics section)
* Make assessment instruments for the BTEP
 | 2005 TO 2009- |
| **Timetable****Committee Chairperson-Maoka CJSS,Ledumang SSS,Naledi S S S** | * Design electronically the school timetable
* Implement periodic updates as teachers transfer in and out of the school
 | 1999 TO 2017  |
| **Writer /Editor for general science new syllabus-BOCODOL** | * Write units for the general science syllabus
* Edit units for the general science syllabus.
 | 2015-2016- |
| **Treasurer -Botswana****Science****Association**  | * Write and send subscription letters every January to all schools in Botswana
* Keep an up to date membership list of the association
* Make financial statements every quarter for the year
* Write requisition letters to potential sponsors every January for the mathematics and science fair as well as Science Olympiad.
* Prepare and present an audited financial statement at the annual general meeting of Botswana Science Association
 | 2005 TO Present  |
| **Senior Teacher II-Physics-Ledumang SSS**  | * Teaching Physics
* Prepare and conducting practicals
* Setting, marking tests and offering remedial lessons
 | 2004 TO 2008  |
| Teacher -Integrated Science (Maoka CJSS) | * Teaching Science
* Preparing and conducting practicals
* Setting, marking, tests and offering remedial lessons
 | 1999 -2003 |
| **Tutor -General Science (BOCODOL)** | * Tutor General science
* Make assessment instruments, mark and validate the marks.
* Make end of course assessment instruments.
 | 2002-2006 |

 **Work Experience, History and References **

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| **JOB/COMPANY** |  **JOB DESCRIPTION** | **PERIOD** |
| **Writer /Editor –General Science Study material (BOCODOL)** | * Write units for the general science syllabus
* Edit units for the general science syllabus.
 | 2006-2008 |
| **Chairperson –National Mathematics and Science Fair Committee** | * Convene and chair national organizing committee meeting
* Ensure the occurrence of mathematics and science fair at all levels of competition throughout the country.
* Liaise with the Ministry of Education and Skills Development on the progress of the fair
 | 2006-2011  |
| **Vice Secretary- Botswana Chess Federation** | * Attend executive committee meetings
* Write and present minutes to all executive committee meetings as delegated by the Secretary
* Supervise chess tournaments organized by the federation.
 | 2004 - 2006 |

**ON THE JOB TRAININGS**

* 2007- Introduction to diamond grading
* 2005-2009-Examiner- Physics-Botswana Examinations Council (BEC)
* 2010-2012-Senior Examiner –Physics –BEC
* 2006-Writing and editing study materials for distance learners-Botswan College of Distance and Open Learning.
* 2005-2008-Item setting for physics and double science for BGCSE examination-BEC

**CONFERENCES ATTENDED**

* Moscow global forum on education , City of Moscow-2017
* International Junior Science Olympiad -201,2013,2015,2016,2017
* National stakeholders workshop on Botswana technical development-Ref: Ministry of Communications Science and Technology-2010
* Exchange programme between Japanese and African youth Mathematics and Science teachers –Japan International Cooperation Agency-Japan-2006
* Research workshop on the development of gender issues in Science, Mathematics and Technology Education –Ref; IICBA(UNESCO)-2013

 **Work Experience, History and References **