

6 Eastbourne Street

Costa Da Gama

7945

03/11/2016

RE: Junior-Mid WordPress and Web Developer position

To whom it may concern

I have worked as a website developer and Open Educational Resources consultant at the University of Cape Town for nearly five years. Even though I have not studied web development and WordPress at a tertiary level (aside from self-taught HTML5, CSS & Responsive Design & Friends of Design), my self-taught skills and experience more than make up for the lack of a formal qualification.

I have a hunger for learning new things, which extends out of my professional life as well. I've just bought a scooter to assist me in learning how to ride a motorbike!

While reading the ad on Gumtree I saw *me* in all of those needs. My current job is so diverse that I worry that I am not specific enough. All that can be remedied with the right position at the right company that values personal growth for employees.

I do hope you consider my application.

Thank you,

Nicole



Curriculum Vitae

PERSONAL INFORMATION

Date of birth	18 March 1986
Marital status	Married
Address	6 Eastbourne Street, Costa da Gama, Muizenberg
ID Number	860318 0237 086

EDUCATION & TRAINING

Secondary qualification	South Peninsula High School (2003)
Tertiary qualification	BSc at University of the Western Cape (2009)
Other	HTML5, CSS3 & Responsive Design (Friends of Design) Adobe InDesign (Friends of Design) Wordpress – self-taught

PERSONAL SKILLS & COMPETENCIES

Analytical skills: Conducting research and web searches for OER projects which I am involved in.

Supervision skills - Communicating goals, evaluating performance, giving and receiving feedback from OER assistants.

Communication skills - Developed through reporting to my line manager as well as reports I need to write. Developed skills in giving and receiving feedback when engaging with students during tutorials run as part of the first year Digital Literacy programme.

Facilitation skills - Developed during first year tutorials.

Computer skills – Microsoft Office 2015, Adobe InDesign, Adobe Illustrator, HTML and CSS.

Organizational skills – Involved in multiple projects involving staff from various departments in the faculty.

Team player – Working as part of the e-learning team as well as the broader Educational Development Unit.

EMPLOYMENT HISTORY

Position E-learning developer

Organisation University of Cape Town

Duration June 2014 – Present

Duties The position entails supporting the development of online and blended learning teaching material in consultation with various stakeholders. My key responsibilities include:

Producing online and blended learning materials including the conversion of Word documents to HTML-compliant webpages; the visual and technical design of webpages and uploading to learning management systems; Supervision of assistant to IT Education manager and OER assistant; Consultant to lecturers on Open Educational Resources (OER); Training students on the first year Digital Literacy Programme; Contributing to the end of year report.

Position Open Educational Resources Administrator

Organisation University of Cape Town

Duration February 2012 -May 2014

Duties The main purpose of this position was to support the publishing of teaching and learning material into a format suitable for the internet. My key responsibilities included: Conversion of teaching and learning material into web-based media in support of Health Open Educational Resources (OER) Project Gathering and analysing project data for evaluation and research purposes Writing reports on projects and contributing to external reporting

Position Technical assistant

Organisation University of Stellenbosch

Duration August 2009 – January 2012

Duties

Assisting in outreach programmes Teaching Grade 10 students about biodiversity Collecting and sorting ant samples across the Western Cape Assisting in the creation of the website, and subsequent edits and updates

REFERENCES

Ms Veronica Mitchell

OER Consultant – UCT

veronicaanmitchell@gmail.com

083 635 9917

Mr Gregory Doyle

IT Education Manager – UCT

Gregory.doyle@uct.ac.za

021 650 6507

Mr Garth Hector

HealthLab Manager

Garth.hector@uct.ac.za

021 406 6728