

#202 1515 JANGGI-DONG, GIMPO CITY, GYEONGGI-DO, SOUTH KOREA • 415-060-
MOBILE - 010 7105 6156
EMAIL - NMOOLMAN@YAHOO.CO.UK OR NMOOLMAN1@GMAIL.COM



NADIA MOOLMAN

DATE OF BIRTH

02 June 1977

NATIONALITY

South African

OBJECTIVE

To pursue teaching English as a foreign language as my ultimate career, finding new ways to make English exciting and fun to learn for speakers of other languages.

EDUCATION

2009 Teaching English as a Foreign Language (100 hours)	The Knowledge Workshop	Cape Town
1996–1999 National Diploma Public Relations Management Majors: Communication Science, Public Relations, Media Studies	Cape Technikon	Cape Town
1990–1995 University of Cambridge Local Examinations Syndicate International Grade 12 Examination	Academia Secondary School	Windhoek

EXPERIENCE

June 2009 – Present <i>Native English Teacher</i> <ul style="list-style-type: none">Teaching English conversation classes to Grade 1 and 2 high school studentsCreating interactive and dynamic lesson plans and presentationsResearching ESL teaching methods and materials and creating own materials and worksheets from this researchCreating summer and winter English Camp programsAssisting school newspaper team with editing and proof reading English articles Reason for Leaving: Engagement	Janggi High School	Gimpo City
March 2009 – April 2009 <i>Freelance Events Coordinator</i> <ul style="list-style-type: none">Assisting to organize the Checkers Chef's Theatre event at the annual South African Cheese FestivalContacting vendors and obtaining materials needed for exhibitLiaising with Checkers head office regarding supplies neededSetting up of exhibitCoordinating assistant chefs and waiting staffCoordinating theatre kitchen by supervising the serving and presentation of dishesAssisting South African celebrity chef Jenny Morris Reason for Leaving: 6 weeks freelance position	Mad Advertising	Cape Town

April 2007 – February 2009 **Capsicum Culinary Studio** **Cape Town**

Sales & Marketing Coordinator

- Sales enquiry and enrolment process management
- Handling of application and enrolment fees
- Visits and presentations to schools and industry partners
- Database administration
- Promotional event planning and participation at all levels
- Press releases
- Photography
- Weekly reporting
- Annual national competitor analysis
- Concept, research and writing of monthly email newsletter
- Listing of school on various websites and maintaining said listings
- Assisting with development of new marketing materials and brand standards

Reason for Leaving: Preparation for working in South Korea

October 2005 – February 2007 **Dale's Place Restaurant** **Cape Town**

Marketing & Front of House Manager

- Design, layout and writing of menus, wine lists and marketing materials
- Booking and approval of advertisements
- Marketing of restaurant to guest houses and hotels
- Liaising with customers in planning special events such as birthdays, anniversaries, weddings and corporate functions
- General supervision, training and management of serving staff
- Communicating with customers and dealing with complaints
- Stock control

Reason for Leaving: Return to corporate environment

April 2004 – August 2005 **Hui Qiao English School** **Taiwan**

Foreign English Teacher

- Sourcing and liaising with suppliers of English teaching materials
- Establishing English curriculum for kindergarten and elementary school classes
- Compiling daily lesson plans for various age groups (ages 3 – 13 and adult)
- Teaching of classes that included Phonics, Grammar, Basic Conversation, Music, Courtesy, Art and Physical Education

Reason for Leaving: Return to South Africa

August 2001 – January 2004 **Halcyon Africa** **Cape Town**

Marketing Coordinator

- Providing marketing assistance to various hospitality properties in group portfolio
- Assisting in event coordination for various property launches and functions
- Application of group corporate identity in marketing strategies
- Assisting with establishment of group and property brand standards
- Copy writing – property information sheets, press releases, flyers, brochure inclusions, websites, web listings, advertorial
- Concept, design, layout and printing of various menus and wine lists
- Management of local and international requests for information, images and marketing materials
- Management of individual property databases and directing database marketing campaigns
- Proofreading of portfolio brochures, websites, stationery and marketing materials
- Dissemination of marketing products and materials
- Advertisement bookings and management of advertising campaigns
- Photography and coordination of professional photo shoots

- Production of various PowerPoint presentations for use as sales tools
- Media liaison i.e. arranging press educational and coordinating information exchange

Reason for Leaving: Corporate buy-out and retrenchment

January 1999 – April 2001 **Western Cape Community Chest** **Cape Town**
Communications Assistant

- Coordinating communication needs of various departments
- Event coordination including Annual General Meeting and various functions
- Dissemination and control of corporate branding and marketing materials
- Content, design and layout of quarterly internal newsletter
- Assisting with content and production of quarterly external newsletter
- Maintaining a sound relationship with the media i.e. issuing press releases and sourcing and initiating media opportunities
- Managing media archives and image library
- Photography

Reason for Leaving: Better career opportunity

July 1999 – March 2004 **Ferryman’s Freehouse** **Cape Town**
Part-time Waitron

General duties relating to service of guests

Reason for Leaving: Job opportunity in Taiwan

June 1995 – June 1999 **O’Hagan’s Group** **Windhoek & Cape Town**
Part-time Waitron

General duties relating to service of guests

Reason for Leaving: Better career opportunity

SUMMARY OF COMPUTER SKILLS

Operating Systems

Windows XP, Vista, 7

Application Software

Microsoft Office (Intermediate)

Haansoft Hangul 2007 (Basic)

Adobe Photoshop (Basic)

Adobe Acrobat (Intermediate)

SUMMARY OF SHORT COURSES ATTENDED

2002	Plain Business Writing Skills	IMM Cape Town
2002	How to Write the Perfect Press Release	Die Burger
2002	Maximiser Enterprise 7	Camssoft Solutions
2002	Developing Powerful PowerPoint Presentations	CBM Training
2004	Teaching English as a Foreign Language (20 hours)	DD Dragon School
2008	Sales Tools	Sales Talk
2010	GEPIK Plus Workshop	GEPIK / YBM Sisa