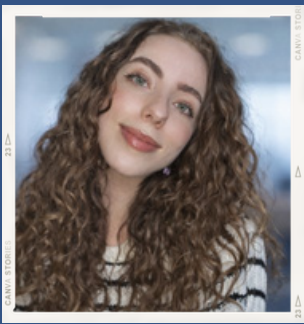




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SKILLS SUMMARY

- MS Office Suite
- Cross-cultural Communication
- Curriculum Development
- Schedule Management
- Adaptability
- Team Collaboration

LANGUAGES

- English (Native)
- Afrikaans (C2)
- Spanish (A2)
- Dutch (A1)

BRONWYN GUERINI

INTERNATIONAL CAMBRIDGE TEACHER

PERSONAL PROFILE

Multidisciplinary literacy and learning specialist with international experience across South Africa, Spain, and the United States. Background in curriculum support, academic writing, language acquisition, and educational content design. Combines cross-cultural fluency, intellectual curiosity, and digital-platform thinking with a trajectory toward global learning, communications, policy, and education technology ecosystems.

WORK EXPERIENCE

English Language Assistant (Madrid, Spain)

September 2025 - Present

Duties include, but are not limited to:

- Support classroom instruction by assisting the lead teacher in delivering English Language Arts lessons for [grade/stage] students.
- Provide one-on-one and small-group support to students, reinforcing comprehension, literacy, and writing skills.
- Prepare and organize instructional materials, worksheets, and classroom resources.
- Monitor student progress and provide feedback to the teacher to inform lesson planning and individualized support.
- Maintain a safe, organized, and positive learning environment.
- Facilitate student engagement through reading exercises, writing activities, and skill-building tasks.
- Assist in implementing classroom management strategies, ensuring smooth lesson flow and productive learning sessions.
- Collaborate with teachers and colleagues to adapt lessons for students with diverse learning needs.

Cambridge Teacher – ESTIA (UK Based, Remote)

October 2024 - Present

Duties include, but are not limited to:

- Deliver Maths and Literacy lessons to primary and secondary (GCSE) students, adapting instruction to individual learning needs.
- Develop and implement engaging lesson plans and skill-building activities to enhance comprehension and academic performance.
- Assess student progress, provide constructive feedback, and set achievable learning goals.
- Manage student records using CRM systems.
- Schedule and coordinate lessons via Calendly and Outlook.
- Utilize CSS and Learning Management Systems (LMS) to support online teaching and resource design.

ACHIEVEMENTS

- GA Level 3 TEFL
- Cultural Care Au Pair Global Ambassador
 - Was selected to represent Cultural Care and speak at information meetings.
 - Was selected to represent Cultural Care and assist with recruiting efforts in local office.
 - Was selected to be a spokesperson for Cultural Care Au Pair and share story at local informational meetings.
 - Presented at informational meetings to recruit, inform, and inspire new au pairs.
 - Was selected to takeover Cultural Care Instagram account for 1 week to help inform and inspire new au pairs.

Studler Academy | AS Cambridge English Teacher (Online)

January 2024 - December 2024

Duties include, but are not limited to:

- Taught Cambridge AS-Level English
- Developed and implemented engaging lesson plans aligning with Cambridge syllabi
- Assessed student progress, providing constructive feedback
- Collaborated with colleagues to design curriculum materials
- Conducted parent-teacher conferences and academic advising
- Participated in staff development and training programs
- Promoted a supportive learning environment

Cultural Care | Au Pair (United States)

April 2023 - September 2024

Duties include, but are not limited to:

- Organize educational activities to stimulate children over the Summer break;
- Communicate openly with host parents regarding general well-being of kids, by providing daily updates
- Supervise kids, helping parents limit screen time, taking kids out to do interesting things;
- Simple household tasks related to childcare, such as the kids' laundry or vacuuming play areas;
- Provide healthy meals to children, helping prepare school lunches;
- Monitor children's hygienic needs like bathing and brushing teeth;
- Supervise the children's pet-related responsibilities;
- Language and reading practice, homework help;
- Drive children to and from school or activities.

E.S.I Boutique School | Administrative Clerk

August 2021 - March 2023

Duties include, but are not limited to:

- Develop lesson plans and deliver engaging lessons in English, ICT, Global Perspectives, and Art for Stage 4–7, and Geography for Stage 8–AS levels.
- Design curriculum materials and assess student progress using formative and summative assessments.
- Teach subject-specific material, learning strategies, and social skills in accordance with Cambridge curriculum requirements.
- Lead content-enriched, hands-on activities that promote reading, writing, problem solving, and critical thinking.
- Assist school leadership with communications, parent coordination, and scheduling.
- Mentor staff and support adherence to school standards.
- Prepare and edit school documents professionally.
- Manage school supplies and petty cash.

EDUCATIONAL HISTORY

UNISA | BEd Senior Phase and FET

Hudson Community College, NJ
Stress Management | 3 Credit
36 Hour | 3 Credits

Hudson Community College, NJ
Creative Writing | 3 Credit
36 Hour | 3 Credits

REFERENCES

Available upon request

Africa Brandhouse | Administrative Assistant

March 2021 - August 2021, Bassonia

Duties included, but not limited to:

- Ensure strict confidentiality of all company communications, documentation, and sensitive information.
- Oversee comprehensive accounting functions, including preparation of 10–20 weekly expense reports, invoices, purchase orders, and financial records.
- Coordinate office operations and provide logistical support for programs, meetings, and events, including agenda preparation and calendar management.
- Maintain and update spreadsheets and databases to track, analyze, and report on sales performance and business metrics.
- Conduct daily inventory and stock audits, and generate sales reports to support operational efficiency.
- Manage office supplies and petty cash, ensuring accurate tracking and timely replenishment.
- Reconcile business and personal accounts using Microsoft Excel, maintaining financial accuracy and compliance.
- Deliver high-quality clerical support, including data entry, document management, and professional email correspondence.
- Serve as primary liaison with clients, independently managing appointments and meetings to foster strong business relationships.