

# CV for Sally Burt

## Professional Communications Consultant

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## Work Experience

2003 – ...

### PROFESSIONAL COMMUNICATIONS CONSULTANT

**Footprint Communications CC**  
Cape Town, South Africa  
[www.footprintcommunications.co.za](http://www.footprintcommunications.co.za)

My consultancy company develops communication strategies, reporting processes, skills and tools for individuals, professionals and organisations – both public and private sector.

Organisations depend on effective documentation and communication, both internally and externally: documents are ambassadors.

Footprint Communications facilitates a wide range of training courses and workshops, editing services, curriculum and materials development, and document design.

Visit our website to see our list of clients with whom we have worked.

2002 – ...

### AUTHOR

**Various Publishers**  
Cape Town, South Africa  
Johannesburg, South Africa  
Cambridge United Kingdom  
[www.cambridge.org](http://www.cambridge.org)  
[www.juta.co.za](http://www.juta.co.za)  
[www.oxford.co.za](http://www.oxford.co.za)  
[www.scholastic.com](http://www.scholastic.com)

Since 2002, when I first started writing textbooks for the South African arm of the Oxford University Press, I have co-authored a total of 34 textbooks and an additional 5 which are in the process of going to press.

I also co-authored an online study guide for Cambridge University Press UK, and am currently collaborating on the update of well-

## Education

### SECONDARY EDUCATION A & S Levels

**Marlborough College**  
Marlborough, United Kingdom  
1980 - 1982

**TERTIARY EDUCATION  
BA Hons (Oxon) / History**  
**Magdalen College, Oxford University**  
Oxford, United Kingdom  
1983 - 1986

**TEACHER TRAINING COLLEGE  
Post-Graduate Certificate of Education**  
**Roehampton Institute**  
London, United Kingdom  
1989 - 1990

**MICROSOFT CERTIFICATION  
Microsoft Instructor Certification**  
**Executrain**  
Sandton, South Africa  
1999

**MASTERS  
MA Hons (Oxon) / History**  
**Magdalen College, Oxford University**  
Oxford, United Kingdom  
2009

## Skills

### GENERAL

- Course and course material development
- Project management
- Training and facilitating
- Writing, editing and reporting

### COMPUTER LITERACY

Microsoft Access	● ● ● ● ●
Microsoft Excel	● ● ● ● ●
Microsoft Outlook	● ● ● ● ●
Microsoft Powerpoint	● ● ● ● ●
Microsoft Word	● ● ● ● ●

established South Africa Professional Communication book.

1995 – 2002

## VARIOUS PART-TIME WORK

### Various Employers

Johannesburg, South Africa

I moved to Johannesburg from London with my husband in 1995 after getting married, and had my 3 children there over the next 5 years.

During that time I had various jobs in education, training and journalism before moving to Cape Town in 1999, where I began writing textbooks and freelance consulting.

1990 – 1994

## TEACHER

### 2 schools

London, United Kingdom

[www.allsaintsce.lbhf.sch.uk](http://www.allsaintsce.lbhf.sch.uk)

[www.sacredheartschoolbattersea.co.uk](http://www.sacredheartschoolbattersea.co.uk)

Having qualified as a teacher in 1990, I took up my first teaching job as a primary school lass teacher at the Sacred Heart School in Battersea, London.

In 1993 I was head-hunted to become Deputy Head of Saints School in Fulham, London.

1986 – 1990

## MERCHANT BANKER

### Baring Asset Management

London, United Kingdom

[www.barings.com](http://www.barings.com)

After leaving Oxford in 1986 I got a job at Barings as an analyst / fund manager focusing on the European equity markets, working in a team, and reporting to clients.

During my time with Barings I also had a stint with venture capital partnership, Baring Brothers Hambrecht & Quist.

Whilst I greatly enjoyed my time at Barings, I knew in my heart that my vocation was in the teaching and training profession.

# Occupation

For over 12 years, I have worked as a consultant writer, developer, editor, project manager and trainer in higher education, business and the Public Sector.

I consult through my Company, Footprint Communications, on a broad range of documentation and communications, as well as on developing professional presentations, communication and reporting skills, processes, tools and strategies for both organisations and individuals. These skills are carried through into the introductory project management training I also run.

Good communication is essential at all levels, including interpersonal, written and oral communication skills, processes, tools and material. Training and support for both individuals and organisations is critical. Clear, concise and accessible documentation flows from a disciplined process: the quality of that process is the key.

To further this end, I use, and train others to use, information technology to support document preparation and design, functionality, consistency and, ultimately, quality and quality control.

# Training Courses

2006 to 2016

My courses are usually customised for a particular client, but the following courses are offered on a generic basis:

- Applied Business Writing skills
- Design and Deliver Effective Presentations
- Design and Develop Templates at Work
- Essential Business Writing skills
- Essential Communication Skills at Work
- Introduction to Project Management
- Minutes and Agendas: Writing for Meetings
- MS Excel: Introduction to Spreadsheets, Charts & Graphs
- MS PowerPoint: a Tool
- Working smarter with MS Word

# Publications

Year	Title	Publisher	Co-Author(s)
2003	<b>English for Success 5</b> Learners: ISBN 0 19 571425 3 Teachers: 0 19 571495 4	Oxford University Press SA	Ridgard, D
2003	<b>English for Success 4</b> Learners: ISBN 0 19 571421 0 Teachers: 0 19 571494 6	Oxford University Press SA	Ridgard, D
2004	<b>English for Success 7</b> Learners: ISBN 0 19 578547 9 Teachers: 0 19 578548 7	Oxford University Press SA	Coe, C Ridgard, D Smailes, A
2004	<b>English for Success 6</b> Learners: ISBN 0 19 571489 X Teachers: 0 19 571496 2	Oxford University Press SA	Kirkaldy, T Ridgard, D
2008	<b>English for Success 5 Reader</b> ISBN 978 0 19 598258 9	Oxford University Press SA	Ridgard, D
2008	<b>English for Success 4 Reader</b> ISBN 978 0 19 598257 2	Oxford University Press SA	Ridgard, D
2009	<b>English for Success 6 Reader</b> ISBN 978 0 19 598259 6	Oxford University Press SA	Ridgard, D
2010	<b>English for Success 7 Reader</b> ISBN 978 0 19 599 293 9	Oxford University Press SA	Gordon, M Rendel, P Versfeld, R
2012	<b>English for Success 6 Reader</b> <i>New series for CAPS</i> ISBN 978 0 19 904657 7	Oxford University Press SA	Ridgard, D
2012	<b>English for Success 5 Reader</b> <i>New series for CAPS</i> ISBN 978 0 19 905 679 8	Oxford University Press SA	Ridgard, D
2012	<b>English for Success 4 Reader</b> <i>New series for CAPS</i> ISBN 978 0 19 904 903 5	Oxford University Press SA	Ridgard, D
2013	<b>English for Success 4</b> <i>New series for CAPS</i> Learners: ISBN 978 0 19 905827 3; Teachers: 978 0 19 905170 0	Oxford University Press SA	Ridgard, D
2013	<b>English for Success 5</b> <i>New series for CAPS</i> Learners: ISBN 978 0 19 905751 1; Teachers: 978 0 19 904511 2	Oxford University Press SA	Ridgard, D
2013	<b>English for Success 6</b> <i>New series for CAPS</i> Learners: ISBN 978 0 19 904908 0; Teachers: 978 0 19 599646 3	Oxford University Press SA	Ridgard, D
2013	<b>English for Success 7</b> <i>New series for CAPS</i> Learners: 978 0 19 904780 2; Teachers: 978 0 19 599989 1	Oxford University Press SA	Ridgard, D
2015	<b>Cambridge Primary English 4</b> Learner's Book: ISBN 978 1 107 68321 1; Activity Book: ISBN 978 1 107 63642 2; Teacher's Resource: 978 1 107 63830 3	Cambridge University Press UK	Ridgard, D
2015	<b>Cambridge Primary English 5</b> Learner's Book: ISBN 978 1 107 67566 7; Activity Book: ISBN 978 1 107 66301 1; Teacher's Resource: 978 1 107 65085 5	Cambridge University Press UK	Ridgard, D
2015	<b>Cambridge Primary English 6</b> Learner's Book: ISBN 978 1 107 62866 3; Activity Book: ISBN 978 1 107 67638 1; Teacher's Resource: 978 1 107 64468 7	Cambridge University Press UK	Ridgard, D

2015	<b>Primary English (Online)</b> Pilot project and prototype.	Cambridge University Press UK	Ridgard, D
2015	<b>Read &amp; Respond Study Guide – Charlotte’s Web</b> ISBN: 978-1-40714223-4	Scholastic UK	Ridgard, D
2015	<b>Read &amp; Respond Study Guide – The Twits</b> ISBN: 978-1-407-14222-7	Scholastic UK	Ridgard, D
In press	<b>English Skills: Spelling and Vocabulary – Teacher Resource Book 5</b>	Scholastic UK	Ridgard, D
In press	<b>English Skills: Spelling and Vocabulary – Workbook 5</b>	Scholastic UK	Ridgard, D
In press	<b>Read &amp; Respond Study Guide – Percy Jackson and the Lightning Thief</b>	Scholastic UK	Ridgard, D
In press	<b>Read &amp; Respond Study Guide – Varjak Paw</b>	Scholastic UK	Ridgard, D
In press	<b>Read &amp; Respond Study Guide – How to Train your Dragon</b>	Scholastic UK	Ridgard, D
In Progress	<b>Professional Communication: Deliver Effective Written, Spoken and Visual Messages</b> Updating	Juta SA	English, J Dr & others

## Speaking

Year(s)	Details	Host / Employer
2003 – 2007	<b>Various Lectures &amp; Workshops</b> Professional writing and presentation skills for both undergraduate and postgraduate classes in a number of UCT departments: Faculty of Engineering and the Built Environment, Department of Clinical Psychology, Department of Geology, Faculty of Health Sciences.	UCT Professional Communications Unit <a href="http://www.commerce.uct.ac.za/Managementstudies/PCU">www.commerce.uct.ac.za/Managementstudies/PCU</a>
2010	<b>5<sup>th</sup> Annual SAWomEng Conference</b> Guest speaker & mentor on professional presenting skills	SA Women in Engineering <a href="http://www.womeng.org">www.womeng.org</a>

## Directorships

Company	Position	Incorporated In	Country
<b>Burrow Investments Ltd</b>	Non-Executive Director	2012	United Kingdom
<b>Footprint Communications CC</b>	Sole Member	2006	South Africa
<b>Tripos Travel Operations (South Africa) (Pty) Ltd</b>	Non-Executive Director	1995	South Africa

## Voluntary Work

Organisation	Role	Type	Country
<b>Breadline Africa</b>	Member of SA Advisory Board with a portfolio of Programmes, and Monitoring & Evaluation	Registered Charity	South Africa