**SACE CERTIFIED SOUTH AFRICAN TEACHER**

**CELTA CERTIFIED**

**PERSONAL DETAILS:**

Gender Female

Marital Status Single

Date of Birth 09 August 1989 - (26) Language English

Nationality South African

**PERSONAL STATEMENT:**

I am an outgoing, responsible and industrious individual who is self-motivated and dedicated to achieving and contributing to success. I truly enjoy inspiring my students to be risk takers and become the best that they can be. As a young educator, I also possess the ability to communicate and relate with my students and help them in their all-round development into responsible young adults who understand and respect the concept of multicultural diversity. As an individual I am innovative, creative and passionate about the work I do. I enjoy trying out different teaching styles and bringing new ideas to the teaching-learning environment so as to facilitate effective learning. During the facilitation of their learning, I promote critical thinking and enable my students to see themselves as part of a global society.

**CORE COMPETENCIES:**

* Quick learner, self motivated, flexible and realistic
* Ability to work as a team as well as independently
* Adapt easily and work well in new environments
* Classroom management and discipline
* Strong minded and can perform under pressure
* Organized and structured
* Sound communication and interpersonal skills
* Computer literate

**TERTIARY QUALIFICATIONS:**

Institution: University of Cambridge

Period: Nov 2012 – Dec 2012

Centre: Durban Language Centre (S.A) – accredited institute

Course: CELTA (Certificate in English Language teaching to Adults)

Major: **English as a Second / Additional Language**

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Institution: University Of South Africa (UNISA)

Years: 2012

Course: PGCE (Post Graduate Certificate in Education)

Phase: Senior Phase and Further Education & Training

Major’s: **Business Studies & Economics**

Pass: Cum Laude

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Institution: University of Kwa-Zulu Natal (Westville Campus)

Years: 2008 - 2011

Graduate: BCOM

Major’s: **Business Management, Marketing & Supply Chain Management**

**EMPLOYMENT HISTORY:**

Location: Riyadh - Saudi Arabia

Position Held: ESL Instructor – **(CLASSROOM SETTING & ATMOSPHERE)**

Teaching Level: Preparatory Year Programme

Employment period: Sep 2014 – Sep 2015 (Present)

Name of company: Saudi British Centre

University: Princess University

Employment period: Sep 2013 – June 2014 (1 academic year)

Name of Company Education and Training

University: Saud Islamic University

**PROFESSIONAL DEVELOPMENT:**

* The Art of Public Speaking
* Phonemic Transcription
* Cooperative Learning Strategies
* Grammar with Cooperative Learning Techniques
* Writing Fluency
* Identifying and Teaching to Learning Objectives
* Cambridge Curriculum Training

**COMMITTEES:**

* Exam Committee: printing, packing and distribution of tests and exams.
* IELTS Experience: IELTS Invigilation

**LIST OF DUTIES:**

* Lesson Plan and Delivery
* Administrative work
* Check and Correct Homework
* Invigilate and assess exams
* Conducting assessments and evaluations

**CURRICULUM:**

Modules: Listening and Speaking, Reading and Writing & Grammar

Curriculum: **Bridge to IELTS**, National Geographic, Band 3.5 – 4.5

Pre-Intermediate – Intermediate

**Listening and Speaking skills, Unlock 1**

**Reading and Speaking Skills, Unlock 1**

**Listening and Speaking Skills, Unlock 2**

**Reading and Writing Skills, Unlock 2**

**Q:Skills for Success 2, Special Edition, Reading & Writing**

**Q:Skills for Success 2, Special Edition, Listening & Speaking**

**NON-ESL EXPERIENCE:**

Employment period: Apr 2013 – June 2013 (3 months)

Name of School: Orient Islamic School (Private Institution)

Location: Durban, South Africa

Position Held: Secondary Teacher (Locum/Temporary)

Teaching Level: 8, 9 & 10

Subjects: Business Studies – (Gr.: 10)

Economic & Management Sciences – (Gr.: 8 & 9)

Social Studies – (Gr.: 8, 9 & 10) – **ASSITANT CO-ORDINATOR**

List of Duties: Lesson plan and delivery

Administrative work

Check and correct homework

Set, Invigilate and assess exams

Instruct on formal assessment

Co-ordinate excursions / field trips

Assist with fun run, open day, parents meetings, etc.

**DEAR SIR / MADAM**

**LETTER OF APPLICATION FOR TEACHING POSITIONS**

I am writing to apply for the post of an ESL Teacher in your school. As you will see from my attached resume, I am a native English speaker, from South Africa with a PGCE and a CELTA Certificate from Cambridge.

As an individual I am enthusiastic about teaching, flexible, work well in a team or alone and have strengths to share beyond my professional skills. I am a responsible, trustworthy and hard working individual who is self motivated and has a desire to achieve high standards. My strong personality and ability to grasp new processes with relative ease makes me an asset to the school. Amongst other qualities embedded in me, I am known for my character, honesty and excellent work ethic.

I am currently working as an ESL Instructor in a classroom based setting in Saudi Arabia. As I am a young educator and an ESL Instructor, I believe that the time I have spent teaching has certainly evolved my teaching subjects. As I am new to the teaching environment, I saw this as an opportunity to grow and develop my professional skills and rose to the challenge without much difficulty at all. As you will see from my CV, I have gained immense and invaluable experience from delivering a variety of coursework. During this period of teaching, not only was I given the responsibility to conduct all lessons, but I also set, administered and assessed tests, instructed and graded my learners on formal assessments and presentations, and unilaterally co-ordinated a field trip for the entire grade.

This helped me discover strengths about myself I didn’t know I had and makes me dedicated to achieving and contributing to success. I also possess the ability to communicate and relate with my students and hope to help my students in their all-round development into responsible young adults who understand and respect the concept of multicultural diversity.

I would very much like the opportunity to discuss the post with you and I look forward to hearing from you and thank you for taking the time to view my resume.



**Gulfjobseeker.com CV No:** **1469094**