Covering Letter

To whom it may concern,

I am someone, who, when committed will go the extra mile to meet the needs of my students / client. I am humble, intelligent, dedicated and a caring person who understands how it feels to come from the bottom up, in the working world. . I work well with those who have the same goals that I have and aim to have in integrity and honesty in all that we do. I enjoy innovative thinking and work well with those who enjoy technology. I am by no means perfect but I do give my best when motivated.

Adding value to the lives of my pupils is my passion……

Please peruse at your avail.

Kind regards

Tracey

First Names : TRACEY

Tracey.371023@2freemail.com

Date of Birth : 14 OCTOBER 1978

Age : 38

Gender : FEMALE

Marital Status : SINGLE

Nationality : SOUTH AFRICAN

Health : GOOD

Home Language : ENGLISH

Hobbies : READING, HIKING & DOCUMENTARIES

Other Languages

Language Speak Read Write

ENGLISH

GOOD

GOOD

GOOD

AFRIKAANS

MEDIOCRE

FAIR

FAIR

Institution attended : Richards Bay Secondary

Highest Qualifications : Matric. (Matric Exemption, C aggregate)

Year : 1996

Subjects : English

 Afrikaans

 Maths

 Accounting

 Biology

 Computer Studies

Institution attended : University of Zululand

Highest Qualifications : 1st B.Com (general)

Year : 1997

Subjects : Statistics (B)

 Accounting

 Business Management (A)

 Economics

 Commercial Law (A)

Reason for leaving : Studying became financially unviable for my

 family

Institution attended : Richtek Umfolozi

Highest Qualifications : Financial Management Diploma

Year : 2003

Subjects : Computerized Accounting

 Accounting

 Business Management

 Economics

Last Institution Attended : Cedar College accredited by NWU

Highest Qualifications : B.ED (cum laude)

Year : 2012

Majors : English

 Business Studies

 Accounting

 Economics

CURRENT POSITION

Position : EDUCATOR (voluntary)

Company : FLORATON PRIMARY

Duties : ENGLISH EDUCATOR

Time line : March 2017- Current

Duties : Modification of curriculum to scaffold learners

 Create educational games that allow learners to

 grasp subject material easily.

 Lesson planning

 Meeting of lesson objectives

 Relating home language concepts to second

 language learners.

 Researching viable apps online to assist parents with

 Children who have learning difficulties.

LAST POSITION

Position : EDUCATOR

Company : BIRDSWOOD SECONDARY

Duties : EMS and ACCOUNTING EDUCATOR

Time line : January 2017 – February 2017

 (Resignation notice served for

 Department of Education)

PREVIOUS POSITIONS

 Position : EDUCATOR

Company : JOHN ROSS COLLEGE

Duties : EMS and Accounting teacher

• Lesson planning

• Curriculum Differentiation

• Learner assessment according to Bloom’s

• Taxonomy and CAPs weighting.

• Subject head of Economic Management Science

 Time span : Jan 2013 – Dec 2016

 Position : FINANCE CLERK

 Company : NC MAHARAJ

 Duties :

• Entering transactions into pastel software

 Creation of Trial Balance

 Income Statements.

 Time Span : Jan 2008 – Jan 2009

 Position : Invoicing Clerk

 Institution : Best Cut Butchery

 Duties :

• Entering transactions into pastel software,

• Processing invoices on Pastel

• Processing quotations

Time span : Jan 2006 – Dec 2008

 Position : FINANCIAL SECRETARY

 Institution : BRACKENHAM PRIMARY

 Duties :

 Entering transactions into pastel software

 Collection and receipting of school fees

 Drawing up and processing school budget

 UIF and SDL returns

 Ordering,

Time span : Jan 2002 – Dec 2006

 Position : Cashier

 Institution : Apple Inc

 Duties :

 Customer service

 Cashing up and totaling sales

Time span : Jan 1999- Dec 2002