Good day

Kindly consider my application for your advertised position.

I am experienced, proactive & committed to the wellbeing of students academically, psychologically & socially. Apart from being a qualified coach in life skills, I have the personality & academic credentials to motivate students to realize their maximum potential. I have received recognition awards for outstanding achievements at my previous work of employments and will endeavour to add value at your prestigious university as well.

I am a registered teacher with SACE (South African Council for Educators), specializing in English & Life Orientation / Life Skills for senior education.

My experienced in the field of teaching is a total of 1yr, 8 months ***as at*** 30 Nov 2017

**Academic accreditations are:**

* TESOL 150 Master certification – 98.5% merit pass – Teflon College – June 2017
* BA (HSS) specialising in Psychology & Health Services – University of South Africa – 2016
* Community Coach plus 6 months Practical experience–Shalom School of Coaching – Nov 2014
* Recognition award for highest achievement at The Autotrader – 2012
* Recognition award for “going the extra mile” at Coca Cola – 2010
* Fire-fighting certificate – Institute of 1st Aid - 2010
* Shemtrac health & safety accreditation through Dekra Norisko in 2008

**Expertise includes:**

* Teaching Secondary school students – Grade 8 to 12
* Teaching adults English – TEFL & ESL
* Coaching in life skills & motivation techniques
* Excellent communication skills in English- Business English, English for HL or ESL
* Ability to work with people from diverse cultures
* Teamwork, multi-tasking & problem solving abilities & decision-making skills
* Ability to work well under pressure whilst still maintaining a positive attitude
* Experience in process governance, legislative requirements & protocol

I am always willing to learn, passionate about education & will endeavour to add value at your university.

Yours faithfully,

Asha

[Download the original attachment](https://mail-attachment.googleusercontent.com/attachment/u/0/?view=att&th=1380e425681e15b0&attid=0.7&disp=attd&saduie=AG9B_P-XbIoR54qS-fohmP_QVahR&zw)

**CURRICULUM VITAE OF ASHA**

**PERSONAL DETAILS**

**Name:**   Ms Asha

**Age:**    46 years

**Contact email:** [Asha.375618@2freemail.com](mailto:Asha.375618@2freemail.com)

**Transport:**  Own Transport

**Computer Literacy:** Microsoft Office, Word, advanced Excel, Outlook & PowerPoint

**Availability:**  01 February 2018

**Educational Level:** Post Graduate studies in Education – PGCE (University of South Africa)

**Speciality:** Secondary school students – grade 8 to 12

Adult learning ESL & ESP

**Qualifications:**

* SACE registration as a Teacher
* BA (HSS) specialising in applied psychology UNISA
* TESOL Master 150 course – TEFLEN COLLEGE
* Life skills Coaching certification – Shalom School of coaching – COMENSA
* SHEMTRAC –Health, safety & environmental training
* Dainetics – The School of Scientology – treatment of PSTD
* Fire-fighting certificate - Institute of Emergency  First Aid

**Experience:**

* + - Grade 8 to Grade 12
    - Teaching Adults – TESOL
    - Coaching & motivating adolescents & adults – recovering substance abusers
    - Contributing member of 2 online English learning groups

**Skills:**

* Planning, preparing & delivering lessons - secondary Education & adults in the learning environment
* Listening effectively to identify & solve problems in the learning areas
* Facilitate students learning by building their confidence
* Use of a variety of materials & teaching techniques to enhance student learning, outcomes & maintain their interest
* Encourage students to actively participate in class
* Providing appropriate feedback on oral & written work

**CURRENT EXPERIENCE**

**School:** Institute for Quality Education, Training & Development

A registered private college that boasts quality education for:

* Learners from grade 0 to Grade 12 (SAQA accredited)
* Businesses and skills development programmes (SETA accredited)
* The corporate client & training programmes

**Position**: Student Teacher – Relief classroom teacher and subject teacher

(Mornings only)

**Experience**: Grade 8 to Grade 12 teaching English

Grade 8 to Grade 12 teaching Life Orientation Skills

**Additional contributions**: I have created the new curriculum lesson plans for English HL

Grade 8 (All components of English) to be implemented for the 2018 year to include the latest government requirements of inclusive education using deductive principles

**Experience Gained – Teaching Adults**

I am experienced in teaching English as a foreign language – TEFL & ESP

**Class Category:** A group of Turkish carpenters (supervisors), residing in South Africa.

**Age Group:** 24 to 50 years old

**Category of English: -** TESOL

-Combination of Communication English & English for specific purposes

**Reason for learning English:** to communicate with staff using simple English vocabulary & simple sentences related to their work industry (English for specific purposes) and conversational English as well. **I** used innovative teaching methods such as pictures, online games & actual tools that were used in the industry. Most of their learning was structured around the field of their work environment of carpentry as well as some “survival” English. My students were eventually able to speak English well enough to manage efficiently in their work environment. They were able to write simple words as well. Their happiness in being able to communicate with fellow South Africans was motivation for me to engage in a formal environment to become a teacher of English.

**Period of teaching:** Feb 2016 to Sept 2016

**Reason for terminating the sessions:** I moved to another suburb & my final year examinations took priority.

**Other Experience – Teaching adults English**

I am a contributing member of 2 online groups where members learn & practice English. I currently have 16 students under my personal care and I assist them daily to correct vocabulary, spelling & sentence construction. Their age ranges between 16 years & 42 years. This is however, an informal setting. It is interesting to see how the different nations use different vocabularies & how enthusiastic adults are to learn English.

**Other Experience – working with adults**

**Institute**: Mighty Wings Life Centre

A community based, outpatients recovery centre to substance abusers

**Position**: Volunteer

**Age category of students:** 21 years to 40 year old

**Experience**: Counselling services

Support services

Testing & other functions

**Practical Experience Gained:**

* Implementing all types of drug tests
* evaluation of drug test results
* Observing behaviours and early detection of drug usage
* handling and guiding recovering drug addicts
* providing support & coaching the way forward
* anger management strategy coaching
* coaching on triggers for drug usage & avoidance thereof

**PREVIOUS EMPLOYMENT**

**Company:**Tiger Brands, Shared Services Centre, Isando, exports division

**Period of Employment:** 11 April 2016 to 15 Dec 2017 (half day position)

**Position Held:** customer master data controller for international clients

**Key Performance Areas**

* Master Data credit vetting, international customer applications & support services
* Communication with international business owners, CEO’s & managers via emails or telephone explaining process to follow to purchase South Africa goods.
* International customer liaison and query resolution
* Liaison with international customers regarding legal policies around requisite documents
* Requesting required legal documentation from international customers
* Communication with international credit bureaus such as Experian / Trans-union & Dun & Bradstreet
* Vetting of credit applications received
* Legislative requirements, policies & business protocol