

Adri Samantha Newman

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Potchefstroom, North West



About me:

I am an educated, qualified TEFL teacher. I enjoy using my creativity to produce stimulating lessons to inspire and engage a class. I work well in a team and communicate effectively at all levels and ages. With a completed Level 5 TEFL Diploma and specialized training in online and business English instruction, I bring a unique combination of technical expertise and innovative teaching methodologies. I am passionate about fostering engaging learning environments, inspiring students to achieve their goals, and leveraging my technical background to enhance the learning experience.

TEFL Qualifications

2024 Qualifi Level 5 Diploma in Teaching English as a Foreign Language (168 hours)

- The TEFL Academy

- Ofqual regulated Level 5 qualification, DEAC approved
- Lesson planning, Classroom Management, Teaching vocabulary and pronunciation, teaching receptive and productive skills, Teaching grammar, Materials development for face-to-face and online lessons, Assessing lesson content for A1-C2 level students
- Understanding English Grammar
- Teaching Receptive Skills: Listening and Reading
- Teaching Productive Skills: Speaking and Writing
- Teaching English Grammar
- Principles of Teaching English as a Foreign Language
- Materials and Aids for Teaching English/Classroom Management Strategies
- Using Resources Effectively when Teaching English as a Foreign Language

2024 Teaching Young Learners (TEFL) (30hrs)- The TEFL Academy

- Accredited short course specializing in teaching young learners.
- The stages of language and skills development in young learners, learning theories and how to increase motivation

- Multiple intelligences and learning styles, different teaching approaches for young learners and teaching techniques and tasks to match different learning styles
- Managing the classroom, planning lessons and courses, managing resources.

2024 Online Teaching Business English Course (TEFL) (30hrs)- The TEFL Academy

- Overview of teaching business English
- Techniques and activities for teaching business skills
- Intercultural awareness. Teaching receptive and productive skills

2024 Teaching English Online & 1:1 Course (TEFL) (30hrs)- The TEFL Academy

- Introduction to online teaching
- Setup and equipment needed for teaching online and an examination of the different platforms used for teaching
- What kinds of courses you can offer online
- Tackling the challenges of teaching online, and planning courses for your students
- Work options: Teaching online independently or working for a company

Education & Courses

2012 - 2012 CTU Training - CAD/CADD Draughting

- Computer Aided Draughting & Design (Civil, Mechanical, Electrical and Architectural draughting)

2010 - 2010 Rhenish Girls High School

- National Senior Certificate Bachelors

Relevant Experience

Work Experience

Company Name: Pro Op Precision/Industries

Position: Laser machine programmer/nester and estimator

Location: Potchefstroom, North West

Duration From: 05/2024 – 07/2024

Tasks and responsibilities

My duties and responsibilities include:

- Blueprint Analysis and Programming: Analyze blueprints, CAD drawings, and technical documents to develop, input, and modify machine code (G-code) for laser operations.
- Testing and Adjustments: Perform test runs, monitor machine performance, and adjust programming or machine settings to ensure product accuracy and quality.

- Maintenance and Troubleshooting: Conduct routine maintenance, perform repairs, and resolve issues such as material inconsistencies or machine malfunctions.
- Quality Assurance: Ensure finished products meet specified tolerances and quality standards, reworking items as necessary.
- Collaboration and Feedback: Work with engineers to refine designs, provide feedback on feasibility, and address technical challenges.
- Training and Support: Train operators on machine use, programming, and safety procedures while offering technical support as needed.
- Safety and Compliance: Follow safety protocols and ensure compliance with industry standards and regulations.
- Production Management: Execute work orders, manage production schedules, and meet targets and deadlines efficiently.
- Cost Estimation: Estimate material, labor, and operation costs using tools like Lantek and SigmaNest, creating detailed quotes and maintaining accurate records.
- Inventory and Client Relations: Supervise inventory of materials, communicate with clients to clarify details, and build strong business relationships.

Company Name: Nutri Feeds Lichtenburg

Position: Maintenance Coordinator

Location: Lichtenburg, North West

Duration From: 01/04/2022 – 02/09/2022 (Permanent Capacity)

Tasks and responsibilities

My duties and responsibilities include:

- Stock and Procurement Management: Oversee stock requirements, record stock-related matters, receive deliveries, check invoices, and procure necessary tools, equipment, and materials.
- Health & Safety and Compliance: Ensure adherence to Health & Safety regulations, maintain permits and licenses, and monitor quality control standards.
- Maintenance Oversight: Perform routine equipment inspections, evaluate maintenance requests, assign tasks to artisans, and delegate responsibilities to the team.
- Budget and Vendor Coordination: Manage monthly and yearly budgets, request quotations, liaise with suppliers, and coordinate with vendors and service providers.
- Continuous Improvement: Assess procedures, recommend improvements, and perform ad hoc tasks as directed by the senior maintenance manager.

Company Name: Absolute Ablutions Stellenbosch Pty Ltd

Position: Senior Mechanical Drafter & Estimator

Location: Stellenbosch, Western Cape

Duration From: 06/06/2013 – 02/2021 (Permanent Capacity)

01/11/2021 – current (Independent contractor ad hoc basis)

Tasks and responsibilities

- The organization is a manufacturer of mobile ablution units, kitchens and similar mobile trailer-based products.
- My duties and responsibilities include:
- Design and Drafting: Create custom designs for trailers and steel products using AutoCAD, including 2D and 3D models, renderings, and working drawings for welding and assembly.
- Project Management: Oversee project progress, collaborate with workshop teams, resolve issues, and ensure deadlines are met while managing client requirements and revisions.
- Client Engagement and Costing: Meet clients to understand needs, draft initial designs, estimate costs, and issue quotations.
- Procurement and Workflow Coordination: Procure materials, follow up on orders, and ensure timely delivery to avoid production delays.
- Quality Assurance and Training: Conduct quality checks on drawings, provide technical support to production teams, train new and existing drafters, and contribute to workflow improvements.

Company Name: Curves Gym for women

Position: Advanced personal trainer

Location: Stellenbosch

Duration From: 2010–2011

Total Number of years: 1 year

Tasks and responsibilities

- Sales and Customer Relations: Handle sales, provide excellent customer service, and maintain strong client relationships.
- Personal Training and Workouts: Design and deliver personalized workout plans tailored to client needs and fitness goals.
- Nutrition and Body Assessments: Offer nutrition advice, conduct body assessments, and create customized diet plans.
- Promotions and Marketing: Engage in promotional activities to attract and retain clients

Company Name: Amulet Clothing Shop

Position: Retail sales advisor

Location: Stellenbosch

Duration From: 2010–2011

Total Number of years: 1 year

Hobbies & Interests

I have a strong passion for helping animals and have been a volunteer at numerous animal welfare organizations. I enjoy going for hikes, walks and anything that will expose me to nature. My passion for animals extends to plants as well. I enjoy working in the garden over weekends and consider myself to be well-associated with nature (both fauna and flora). In my free time, I write about the plants I have and want to obtain and enjoy reading and expanding on my intellectual knowledge.

Personal Details

Date of Birth: 25th June 1992

Nationality: South African

REFEREES ON REQUEST