
ASHLEY SEAWARD



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EXPERIENCE

As a mother of four wonderful children and a wife, I have experienced a profoundly transformative journey! For the past two years, my family and I have embraced voluntary work at a child welfare home in Knysna alongside our local church. This environment rekindled my passion for teaching I developed while tutoring numerous students at the university level for several years. While my academic background lies in law and my work experience mainly in business, engaging in these endeavours has sparked a fervour for teaching and has reinforced my assurance in my capability to resonate with learners, demystify intricate concepts, and craft stimulating educational encounters. I am enthused to channel these talents and my enthusiasm into a teaching role, where I am convinced, I can have a significant impact on the lives of those striving to learn a new language.

TEFL TRAINING

Level 5 168 Hour TEFL Certificate – The TEFL Academy, UK.

- August 2024 – January 2025
- Grade: Passed with Distinction

Created lessons for various levels, teaching speaking, listening, reading, and writing, using internet resources, English grammar, needs analysis, and classroom management, focusing on pre-intermediate to advanced levels.



EDUCATION

LLB LAW DEGREE/NOVEMBER 2023

University of South Africa

Passed 480 credits with Distinction: Cum Laude

Mercantile Law, Private Law, Criminal Law, International Law, African Customary Law, Constitutional Law, Labour Law, Civil Law, Administrative Law, Entrepreneurial Law, and Insolvency Law.

ABOUT ME

I am a law degree-educated, soon-to-be-qualified EFL teacher. I have a passion for people and teaching. My approach to teaching is centred around creating a structured supportive and engaging learning environment, where students feel encouraged to take risks and explore the complexities of the English language. I work well in a team and can communicate effectively at all levels and ages.

HOBBIES

Mountain Biking
Hiking

PERSONAL DETAILS

DATE OF BIRTH: 18 May 1993
MARITAL STATUS: Married
NATIONALITY: South African
DRIVING LICENCE: Code B South African license
LANGUAGES SPOKEN:

- English (first language)
 - Afrikaans (first additional language)
 - Hebrew (second additional language)
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REFEREES:

Ringroad Distribution: Contact information: <https://ringroad.co.za/>

EMPLOYMENT

Operational Management and Legal Advising Ringroad Distribution George 03/2021 to Current

Summary of duties:

Oversaw daily office operations, including correspondence management, and record creation, while maintaining exceptional organisation to enhance efficiency and professionalism. Streamlined processes through policy improvements, managed client communications, and administered filing systems for easy record retrieval. Handled billing and collections, addressed customer needs, and resolved data discrepancies through analysis. Recruited staff, enforced policies, coordinated administrative strategies, set up contracts, generated financial reports, and advised senior management on facility needs for optimal operational support.

Construction and building contractor- Business owner Seaward Construction Mossel Bay 01/2017 to 02/2021

Summary of duties:

Formulated project reports for supervisors addressing developments and concerns while offering solutions. Acquired building permits for project legality and hired subcontractors, ensuring quality and deadlines. Forecasted changes to implement risk mitigation and created an operating budget to track costs. Reviewed engineering docs for construction orders, maintained site safety, and aligned work with budgets and codes. Provided leadership to achieve financial goals and managed daily reconciliations and records.

Property Agent PropertyCoZa Pretoria 01/2015 to 01/2017

Summary of duties:

Collaborated with lenders and service providers for seamless closings, showcased building models to match client preferences, facilitated negotiations, and implemented effective sales strategies to increase market share. Managed contracts and closings, communicated with owners, and assessed properties to determine competitive pricing.

Store Trade Regional Manager Cell C Pretoria 01/2012- 01/2015

Summary of duties:

Developed marketing strategies to increase revenue and optimise stock levels to meet demand while minimizing costs. Managed finances by controlling budgets and expenditures, facilitated communication in team meetings, and established project budgets. Achieved sales targets through operational expansion, created seasonal retail strategies, recruited staff for excellent customer service, and implemented promotional offers to attract customers.

