



Curriculum Vitae of

## **Tania Hoffman**

Residential Address:     **Unit 3 Sarena Court  
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Personal details	
Surname	Hoffman
First names	Tania
Residential area	Green Point, Cape Town, South Africa
Identity number	7208020050086
Nationality	South African
Home language	English
Other languages	Afrikaans

Education & Training	
School attended Qualification Year obtained	<b>Secondary Education</b>
	Oaklands Senior Secondary School
	Matriculation Certificate with University Exemption 1991
Institution Qualification Year obtained	<b>Tertiary Education</b>
	University of South Africa (UNISA)
	1 <sup>st</sup> year, Bachelor of Arts, Communication Science
Institution Qualification Year obtained	<b>Additional Professional Training</b>
	The TEFL Academy
	TEFL Level 5 Diploma obtained with Merit 2025
Institution Qualification Year obtained	The TEFL Academy
	Teaching Business English course
	2025
Institution Qualification Year obtained	The TEFL Academy
	Teaching Online and One to One Online course
	2025
Institution Qualification Year obtained	The TEFL Academy
	Teaching Young Learners Online course
	[In Progress]
Computer Skills	<b>Productivity Computer Skills</b> <ul style="list-style-type: none"><li><b>Microsoft Office Suite:</b> Proficiency in Word, Excel, and PowerPoint for creating lesson plans, managing student data, and preparing presentations.</li><li><b>Email Management:</b> Efficient use of email platforms like Gmail or</li></ul>

Outlook for communication with students and colleagues.

#### Online Teaching Tools

- **Video Conferencing Software:** Proficiency in Zoom, Microsoft Teams, or Skype for conducting virtual classes and meetings.

#### Internet and Research Skills

- **Web Browsing:** Efficient use of search engines and online resources for lesson planning and research.
- **Social Media:** Understanding of how to use platforms like Facebook, Twitter, or LinkedIn for professional networking and sharing educational content.

#### Typing and Data Entry

- **Typing Speed and Accuracy:** Proficient typing skills for efficient communication and documentation.
- **Data Management:** Basic knowledge of databases and data entry for maintaining student records.

Employer	SELF EMPLOYED
Type of company	Health & Beauty Services
Position held	Owner
Service period	09 years, 2016 to present
Key responsibilities	<ul style="list-style-type: none"><li>• Generate new business leads</li><li>• Research and launch new product offerings aligned to client needs</li><li>• Grow revenue and profitability</li></ul>

Employer	MEDIA 24
Type of company	Media and e-Commerce
Position held	Marketing & Sales Consultant
Service period	11 years, 2005 to 2016
Key responsibilities	<ul style="list-style-type: none"><li>• Promote newspaper advertising space to all companies listed on the Johannesburg Stock Exchange (JSE)</li><li>• Presenting new Online features and Newspaper advertising space to advertising agencies and company secretaries responsible for the publishing of financial results</li><li>• Overseeing translation from English to Afrikaans and proof-read specs before printing</li></ul>

Employer	OLD MUTUAL LIMITED
Type of company	Financial Services
Position held	Public Liaison & Marketing Consultant
Service period	13 years, 1992 to 2005

### Key responsibilities

- Organise and manage marketing events for all new product launches, including managing of the budget
- Arrange, attend and manage all in-person, as well as online meetings with suppliers and colleagues
- Produce feedback status reports

### Career preferences

I am passionate about teaching English as a foreign language and am particularly interested in leveraging online platforms to reach a diverse, global student base. My goal is to create engaging and interactive virtual learning environments that cater to the unique needs of each student. With a TEFL Level 5 certification as well as further studies in Online Teaching and Business English and a strong background in digital tools and online teaching methodologies, I am well-equipped to deliver high-quality education remotely.

In addition to my technical skills and teaching qualifications, I bring a level of maturity and life experience that enhances my ability to connect with students of all ages and backgrounds. My maturity allows me to approach challenges with patience and a calm demeanour, fostering a supportive and encouraging learning atmosphere. I am skilled at managing classroom dynamics and addressing individual student needs with empathy and understanding.

My background in corporate communication and media further strengthens my ability to deliver effective online education. I have honed my skills in clear and concise communication through professional experience. This expertise enables me to craft compelling and informative lessons that resonate with students and keep them motivated. Additionally, my media experience has equipped me with the ability to utilize various digital platforms and tools to enhance the learning experience.

I am eager to join an innovative and dynamic organization where I can contribute to the development of effective online English language programs. I am committed to continuous professional growth and am enthusiastic about incorporating the latest educational technologies and strategies to enhance student learning outcomes. My adaptability, strong communication skills, and dedication to fostering a positive and inclusive online classroom make me an ideal candidate for a TEFL teaching position.

### Reference

<b>Name</b>	Nigel Hartman
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<b>Designation</b>	Development Director
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