

## Shalyni Reddy

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### Profile

I attended the University of South Africa (UNISA), where I acquired my degree in criminology and psychology as well as my honors in psychology. I have also acquired my 168 hr, Level 5 TEFL certificate. I easily adapt to new environments. I love meeting new people and learning about different cultures and customs. I believe that a classroom should be a safe and caring community where individuals of all ages are free to speak their mind, blossom and grow. My teaching environment is relaxed and friendly. I like to tailor my teaching approach to the individual student needs. I believe that every student has varying individual needs and I like to get to know them and tailor my classes to what works well for them. I aim to make lessons as fun and productive as possible.

### My Teaching Experience

Having taught individuals of different ages, with and without disabilities has been a positive, humbling and joyful experience. I have had to be flexible, open to change, patient and sensitive of cultural differences, traditions and situations. My experience helped me to understand that teaching is the right choice for me. I am passionate about sharing my knowledge and helping individuals grow and prosper in life.

## TEFL Training

June 2021 – November 2021 | **TEFL Certificate - The TEFL Academy**

- Lesson planning
- Teaching English vocabulary
- Teaching pronunciation
- Understanding English grammar
- Teaching receptive skills
- Teaching productive skills
- 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

## Education & Courses

2019 - 2020 | **Bachelor of Arts: Honors - University of South Africa**

- Psychology

2004 - 2008 | **Bachelor of Arts: Degree - University of South Africa**

- Criminology & Psychology

## Relevant Experience

- Current : online ESL teacher (adults & children) - The Really Great Teacher Company
- Tutor : taught English as a second language for 2 years (children)
- Volunteer : taught skills and educational development to adults with brain injury and stroke for a year
- Volunteer : taught skills and educational development to children with autism for a year

## Employment

June 2014 - February 2022 | **Project Administrator, Blue Security**

- Tracking projects
- Assist in the planning and deployment of new projects
- Placing calls to contractors & clients
- Data capturing
- Data analysis
- Address queries
- Tracking sales
- Keeping abreast on compliance regulations
- Managing and controlling office supplies and consumables
- Receiving deliveries and ensuring that any collections are arranged
- Preparing reports

- Taking minutes
- Coordinating meetings & events
- Managing budget, expenditure & financial dashboard

#### April 2020- August 2021 | **Volunteer, Khulisa**

- Data Analysis
- Counseling
- Assist with various campaigns/programs

#### February 2014 - June 2014 | **Manager, Recoveri Microdot**

- Sales and invoicing
- Data capturing
- Maintaining stock and asset registers
- Achieve growth and hit sale targets
- Design and implement strategic business plans to expand client base
- Build and promote strong, long lasting customer relationships
- Reporting on sales, revenue, expense & forecast reports to CEO
- Identify emerging markets, market shifts and new products
- Keeping abreast of competition status.

#### June 2010 - August 2013 | **Volunteer & Internship, South African Police Services**

- Data Capturing
- Minute taking
- Preparation of presentations on behalf of management to provincial and national meetings
- Filing and retrieval of correspondence
- Draft and type reports and correspondence
- Assisting in the managing of reservists
- Served as relief secretary to Brigadier
- Processing backlog of firearm applications
- Maintained fingerprint register
- Capturing & filing of dockets
- Photographing scene, collecting evidence, detection of fingerprints

## Hobbies & Interests

I have travelled extensively (America, Spain, Bali, Australia, Singapore, Italy, Cannes) and enjoy meeting new people and experiencing different cultures. I enjoy reading, being outdoors and would describe myself as a animal lover and humanitarian. In addition I keep fit by yoga, skipping and kick boxing.

## Additional Skills

Having studied psychology and counseled individuals I have the following skills:

- Assessing peoples` behavior and needs
- Knowledge of psychological theory and practice
- Interest in how people think and behave
- Ability to relate to and empathise with a range of people
- Excellent communication skills
- Sensitive listening and questioning skills
- Ability to cope with emotionally demanding situations
- Providing support and advice
- Helping individuals to make positive changes to their lives

## Personal Details

**Date of Birth:** 06 April 1987

**Marital Status:** Single

**Health:** Excellent

**Nationality:** South African

**Link to introduction video :** [https://drive.google.com/file/d/17YcdJLZ0DqQmqPOZaNRu9T8gA-VT\\_Px/view?usp=sharing](https://drive.google.com/file/d/17YcdJLZ0DqQmqPOZaNRu9T8gA-VT_Px/view?usp=sharing)