



Joshua Bishop

I seek to excel in all areas of work, am willing to apply myself in any situation, do the best I can, and achieve great results. Team builder who is acutely attentive to the needs of others.

☎ 076 867 4471 ✉ bishopjoshua2022@gmail.com

📍 Suideroord, Johannesburg 2091 🚗 Own vehicle & Drivers license

EXPERIENCE

Online ESL Educator | October 2024 - Current

BritMates – South Korea

- Deliver engaging, interactive English lessons tailored to students' proficiency levels.
- Use online tools and multimedia resources to enhance the learning experience.
- Provide constructive feedback to support language skill development through monthly reports.
- Foster a positive, culturally inclusive virtual classroom environment.
- Facilitate conversational practice to build fluency and confidence.

Scribe | July 2024 & November 2024

Marist Brothers High School Linmeyer

- Assist with the reading and scribing for student during exam period.

Junior Market Researcher | May 2023 - March 2024

BMi Research South Africa

- Compile and analyze qualitative and quantitative data reports.
- Track, analyze, and report on consumer trends and market behavior.
- Manage mystery shopper projects, including data analysis and monthly Excel and PowerPoint dashboards.
- Prepare financial documents (invoices, billing sheets, supplier agreements, etc.).
- Assist senior researchers and team members with project tasks and deliverables.
- Facilitate focus groups, record observations, and summarize findings.
- Utilize AI tools for data summarization and analysis.
- Organize and chart data into clear, client-ready reports.
- Conduct quality checks on reports prior to client submission.
- Participate in regular team meetings to address project updates and issues.

Admissions Officer | Jan 2023 - April 2023

IIE Varsity College

- Assist students and parents with registration via calls and WhatsApp BOT chats.
- Utilize the SIS Academia system to assign students to appropriate academic units.
- Proactively contact students regarding registration issues.
- Train and mentor new staff and casual team members.
- Participate in team meetings to address admissions updates and concerns.
- Coordinate with VC departments on exam results, academic queries, admissions policies, credit transfers, and financial assistance.
- Maintain and update VC's database of prospective and current students.
- Analyze student recruitment trends and ensure prompt responses to all inquiries.
- Handle additional tasks as assigned.

EDUCATION

Occupational Certificate: Social Counselling Worker | Current
WNL Academy

Bachelor's Degree endorsed NSC | 2018
Waterstone College

BA General – Psychology and Communications | 2019 – 2021
Honours – Communications | 2022 – 2022

IIE Varsity College

- Distinctions: 22 in my Undergrad completing my Bachelor of Arts degree: majoring in Psychology and Communications.
- Top Student Award for Bachelor of Arts Honours in Communications.

REFERENCE

Vasanthee Govender

Ex-Head of Student Services
| IIE Varsity College
Phone: 082 876 2201

Dr. Splagchna Chikarara

Programme Manager
Email : schikarara@gmail.com

Jenna Ramnarain

Head: Academic | IIE Varsity
College
Email : jramnarain@varsitycollege.co.za

Dr. John Hunter

Lecturer
Email : jhunter@varsitycollege.co.za

I am a young dynamic male,
ready to grow in my career.
Possess strong communication
and interpersonal skills, with a
commitment to building
collaborative relationships
across all levels of an
organization.

EXPERTISE

Computer skills (Windows, MS-Excel,
MS-Word, MS-PowerPoint, Adobe)
Experience with publishing and
AutoCAD Programs
Excellent listener and well spoken
Upholds strong morals and values
Emotional intelligence
Dedicated/Committed
Transparent integrity
Leadership qualities
Quick/ keen learner
Interpersonal skills
Time management
Critical thinking
Problem solver
Detail oriented
Team player
Adaptable
Organized
Creative
Loyal

CERTIFICATES

ASCHP WELLNESS COUNSELLING CERTIFICATE
REG NO: WCW24/348

TEFL/TESOL CERTIFICATE

DIGITAL MARKETING CERTIFICATE

TECHNICAL WRITING CERTIFICATE

HEALTH & SAFETY CERTIFICATE

LANGUAGES

ENGLISH
AFRIKAANS