

Sumaiyah Leonard

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Profile

I am a qualified EFL teacher and I hold a BSc degree. I am a creative person and I am excited to use my creativity to teach interesting and refreshing English lessons. I work well independently as well as in a team. I can communicate effectively at beginners, intermediate and advanced English levels and with children, teenagers and adults. I wish to continue to improve my teaching skills further to become a key member of a successful teaching team.

TEFL Training

January 2021 – August 2022 | **TEFL Certificate – The TEFL Academy, UK**

- An Introduction to Lesson Planning
- Teaching English Vocabulary
- Teaching Pronunciation
- Understanding English Grammar
- Teaching Receptive Skills: Listening and Reading
- Teaching Productive Skills: Speaking and Writing
- Teaching English Grammar
- History of the English Language and English Language Teaching
- Teaching Materials and Aids and Classroom Management Strategies
- The Effective use of Resources for TEFL

Education & Courses

2007 – 2009 | **Bachelor of Science in Property Development – University of KwaZulu-Natal**

- Economics & Management
- Technology & Processes
- Design Appraisal & Measurement
- Contracts
- Law
- Accounting
- Quantitative Methods
- Entrepreneurship
- Project Planning

2004 – 2005 | **Bachelor of Architecture Studies – University of KwaZulu-Natal**

- Design & Technology
- Building Science
- Theory
- History
- Structures

1999 – 2003 | **High School – Durban Girls' High School**

- English, Afrikaans, Mathematics, Physical Science, Biology, Geography

Employment

September 2013 – September 2018 | **Quantity Surveyor, BTKM Quantity Surveyors, Cape Town, South Africa**

- Performing Quantity Surveying functions on architectural projects within the construction industry in Cape Town, South Africa.
- My duties included: Principal agency, issuing site and contract instructions, bills of quantities, tender documents, sub-contractor packages, tender adjudication, chairing meetings, variation orders, valuations, payment certificates, cost

reports, final accounts, facilities management – maintenance for local government, forensic reports for irregularities in construction contracts for local government, elemental estimates, feasibility studies and value engineering.

- I have been involved in the QS function from inception to completion and I have gained experience as to how to manage and control costs while working with the contractor and team of professional consultants of various disciplines.

September 2010 – April 2013 | **Junior Quantity Surveyor, KDM Quantity Surveyors, Johannesburg, South Africa**

- Working as a junior Quantity Surveyor in the construction industry in Johannesburg.

Hobbies & Interests

I enjoy travelling, meeting new people and immersing myself in different cultures. I also enjoy doing arts and crafts such as drawing, painting, and jewellery-making.

Personal Details

Date of Birth: 23rd October 1985

Marital Status: Single

Health: Excellent

Nationality: South African

Drivers License: Yes

REFEREES ON REQUEST