

Ignatius Zaaijman

Curriculum Vitae



Objectives

I am keen to achieve further professional development in the TEFL field with a suitably challenging and rewarding role as an English teacher.

Profile

I have experience in several different fields, including tutoring students at the Wits University English department, the management of an academic bookshop, and most recently working as a book cataloguer and rare-book auction specialist. I am a professional, detail-orientated and hard working.

Key Skills

Teaching English literature.

Language skills including editing and proofreading of texts in English.

Microsoft Office including basic Word and Excel.

Filing and administration.

Customer service, handling telephonic or written queries.

Personal Details

Full Name: Ignatius Zaaijman

ID Number: 8612235165085

Gender: Male

Nationality: South African

Drivers License: Code B

Languages: Fluent in English and Afrikaans, elementary conversational German

Interests: Reading, Writing, Classical Music

Disabilities: I wear glasses

Linkedin Profile: www.linkedin.com/in/ignatius-zaaijman-48723a76

Contact Details

Cellular Phone Number: 072 207 8690

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Current Residential/Postal Address: 19 Fontein Street, Verwoerdpark, Alberton, 1453

Matriculation (High School Marais Viljoen, 2005)

Afrikaans 1st Language (HG) English 2nd Language (HG) Biology (HG) Natural Sciences (HG) Business Economics (HG) Mathematics (LG)

Tertiary Qualifications

BA, 2006 – 2008 (Wits University)

Majors: English Literature and German Language and Literature

BA (Hons), 2009 (Wits University)

Honours in English Literature

MA, 2010 – 2011 (Wits University)

Masters in English Literature by Dissertation

TEFL Level 5 Diploma, 2024 (The TEFL Academy, South African Branch)

Work Experience

Shop Assistant at I. H. Pentz Booksellers, Johannesburg

July 2008 – November 2011

Duties: Assisting customers in shop, keeping shop tidy and stocked, handling telephonic and written queries, setting up book exhibitions.

Tutor at Wits University, English Department

January 2009 – November 2011

Duties: Running tutorials for first year English students, assisting with students' written work, marking tests and essays, helping with logistics of written exams.

Manager at I. H. Pentz Booksellers, Johannesburg

December 2011 – February 2016

Duties: Overseeing the daily operation of the shop and delegating tasks to staff, maintaining accounts with distributors and suppliers, sourcing new clients.

Tutor at Wits University, English Department

September 2016 – November 2016

Duties: Running tutorials for first and second year English students, assisting with students' written work.

Medical Aid Consultant at Careline Group, Albertyn

February 2017 – May 2017

Duties: Selecting the correct medical aid option for a client's needs and budget, administration of the application process, providing after-sales client services.

Self-Employed

June 2017 – March 2018

Duties: Proofreading of English dissertations for postgraduate students.

Cataloguer and Auction Specialist at Bookdealers

April 2018 – Present

Duties: Cataloguing and loading of new stock onto company website. Auction book listings, pricing and descriptions of rare, out-of-print items. Assisting with sales in shops, keeping shops neat and shelving new stock correctly. Member of the mobile sales unit, setting up and selling at various locations in Johannesburg.

References

Mrs Vivian Yudaken
Past Co-Owner of Bookdealers
Telephone: 082 465 1452
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Mr Doron Locketz
Owner of Bookdealers
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