

# **Kaitlyn Askham – Curriculum Vitae**



## **PERSONAL DETAILS**

**Full Name:** Kaitlyn Sarah Andrea Askham

**Date of Birth:** 13th December 1996

**Gender:** Female

**Marital Status:** Single

**Nationality:** South African

**Cell:** +27 (0) 61 042 3125

**Email:** kaitlyn.askham@outlook.com

**Home Address:** 6 Esser Road, Mariannhill Park, Pinetown ZA, 3610

Holder of a valid South African Driving Licence

No Criminal record

## **EDUCATION AND COURSES**

2022	Level 5 TEFL Certificate – The TEFL Academy, UK
2015 - 2018	Bachelor of Laws (L.LB) – University of Kwa-Zulu Natal
2010 - 2014	Matriculated (Grade 12)- Pinetown Girls' High School

## **TEFL TRAINING**

March-August 2022	Level 5 TEFL Certificate – The TEFL Academy, UK
Courses Include:	<ul style="list-style-type: none"><li>• Creating lessons and teaching materials for a range of levels from Elementary to Advanced</li><li>• Teaching speaking, listening, reading, and writing</li><li>• Material &amp; resource creation, utilising the internet</li><li>• Needs analysis and teaching in different situations</li><li>• Classroom management and teaching techniques</li><li>• Language analysis – vocabulary, grammar, and pronunciation</li></ul>

## **RELEVANT EXPERIENCE**

I have led and was part of a team of final year Law students who taught grade 11 students, with the purpose of preparing them for the National School's Moot Competition. This included preparing for and teaching on the South African Constitution, the foundation of south African law and court procedure.

I volunteer at a local religious institution for their community summer initiative for children aged 5-13. In addition, I have administrative/organisational experience and I have developed a production and training manual. I also have experience in customer care and sales. I was on both my High School and University's debating teams and won an award for public speaking. I have also volunteered as a barista, and I have led a barista team as well.

## **SKILLS SUMMARY**

- Fluent in English and IsiZulu. (I am currently learning Spanish, Korean, French, Chinese, Arabic and Japanese)
- Proficient in Microsoft Office including Word, Excel and PowerPoint.
- Proficient in Communication Technology including Zoom, Skype and Microsoft Teams.
- Public Speaking
- Administration
- Soft skills include: creativity, communication, problem solving, resourcefulness, leadership, patients.

## **EMPLOYMENT HISTORY**

June - August 2016	Temporary Sales Assistant, Sterns Jewellers <ul style="list-style-type: none"><li>• Selling Jewellery</li><li>• Assisting customers</li><li>• Assisting other staff where necessary</li></ul>
October- December 2020	Sales Consultant, Gym Company <ul style="list-style-type: none"><li>• Sell Gym Memberships</li><li>• Follow up with Clients</li><li>• Customer Care</li></ul>
January- August 2021	Client Services and legal advice, Kreativv Kultsha <ul style="list-style-type: none"><li>• Receive mandates from clients</li><li>• Client- Creative liaison</li><li>• Legal advice regarding the contracts Kreativv Kultsha enters into.</li></ul>
Sept 2021- Feb 2022	Executive Assistant and Head of Production, Anabe Holdings <ul style="list-style-type: none"><li>• Executive assistant to CEO- keeping track of and booking appointments/meetings</li><li>• Administration</li><li>• Basic legal research/advice</li><li>• Research</li><li>• Product Development – creating product ranges, sourcing ingredients, manufacturing, sourcing packaging, creating manufacturing manual and upscaling proposal.</li><li>• Production and Training Manual creation</li></ul>

## **HOBBIES/INTERESTS**

I enjoy taking photographs and bird watching in my spare time.

I occasionally travel around the county and my love for people and different cultures has inspired me to learn some local and international languages.

I would like to learn to play the electric guitar, learn pottery and learn how to drive a F1 car. To keep fit I walk, swim and hike.

***References available on request.***