

HANNAH DA SILVA

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ADDRESS: 3 Hewitt Street, Aurora, Durbanville

TEFL TRAINING

January 2022 – May 2022 **Level 5 TEFL Certificate - The TEFL Academy, UK**

Course included:

- Creating lessons and teaching materials for a range of levels from Elementary to Advanced
- Teaching speaking, listening, reading and writing
- Material & resource creation, utilising the internet
- Needs analysis and teaching in different situations
- Classroom management and teaching techniques
- Language analysis – vocabulary, grammar and pronunciation

EDUCATION AND COURSES

2015 - 2019 4 Distinctions, Bachelor's Pass
Fairmont High School

RELEVANT EXPERIENCE

During my eight months working at Ipic Play I became more understanding of different children and learned to break things down for each individual child in a way that made it easier for them to understand.

I job shadowed at a private school for two weeks to get familiar with the responsibilities of a teacher and the classroom environment.

EMPLOYMENT

December 2019 – August 2020 **Waitress, Castella Amare, Melkbosstrand**

- Greeted and seated customers, as well as took, processed and served their orders.
- Cleaned and sanitized seating areas, as well as prepare them for customers.
- Handled customer inquiries and complaints.
- Handled cash and card transactions.
- Occasionally tasked with stock take.
- Reason for leaving (restaurant closed down due to Covid19)

December 2020 – July 2020 **Floor Supervisor, Ipic Play, Durbanville**

- Responsible for the safety of the children.
- Ensured the compliance of rules, regulations, and policies of the establishment by managing staff and clients.
- Handled client inquiries and any complaints.
- Ensured that all areas were supervised at all times.
- Responsible for the quality and testing of the equipment.
- Reason for leaving (got offered a new position with better opportunities)

November 2021 – January 2022

Bartender/Waitress, Tipples Bar & Grill, Durbanville

- Greeted and served customers.
- Ensured the cleanliness of the seating and bar areas.
- Handled cash and card transactions.
- Handled complaints and inquiries from customers.
- Tasked with stock take, as well as some of the opening and closing routines of the establishment.
- Reason for leaving (resigned due to unsatisfactory conditions raised with management and no further changes were made).

PERSONAL DETAILS

Date of Birth: 22 November 2001

Marital Status: Single

Health: Excellent

Nationality: South African

Clean full driving licence

REFEREES ON REQUEST