



# URSULA MAARTENS

ASPIRING AND PASSIONATE  
ESL TEACHER

*"The power of language, can unlock your world."*

## CONTACT

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📍 Paul Roux, South Africa

## SKILLS

- Teamwork
- Time Management
- Leadership
- Verbal & Written communication

## KEY AREAS OF FOCUS

- Pronunciation
- Vocabulary
- Grammar
- CEFR Levels
- Aims & Outcomes
- Effective TPR
- Confidence & motivation

## PASSION & INFLUENCE

*I am a dedicated, hard-working individual who is skilled in self-management, time keeping and working remotely. I can apply myself to more than one task at a time and have varied areas of work experience. I learn quickly and can think on my feet. I am methodical, dedicated and always ensure tasks are completed correctly, and timeously.*

## PROFESSIONAL PROFILE

- Efficient and committed
- Keen eye for detail
- Multitasking
- Articulate and well spoken
- Time management
- Diligent and quick
- Set up for remote employment

## EDUCATION

### PREMIER TEFL - 300 Hour Ofqual Regulated Level 5 TEFL Course

(2022)

- Teaching TEFL, Teaching Business English, Teaching English online, Teaching children and Coaching IELTS students.

### INTEC Distance College

(2009 - 2010)

- Private Investigation Certificate and Crime Scene Investigation Certificate.

### CAMBRIDGE INTERNATIONAL Distance College

(2007 -2009)

- High School Certificate (Matric) Grade 12

## WORK EXPERIENCE

### Virtual Assistant (VA) - VISION YACHTS SA

2019 – PRESENT

### Administration & Sales - KNYSNA YAMAHA

2011 – 2019

### Manager - CARROLL BOYES ART

2010 – 2011

### Personal Assistant & Order Clerk - GAIA RESEARCH

2009 – 2010

### Sales - LESLEYS HEALTH SHOP

2007 - 2009

### Sales - VIRGO BEAUTY SALON

2004 – 2006