**DIVANYA CHETTY**

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**WORK EXPERIENCE**

**JUNIOR LECTURER in Media & Communication studies (2018 – present)**

**University of KwaZulu-Natal, South Africa**

**Roles, Duties & Training:** - Playing multiple roles in the department as an academic assistant, lecturer, tutor & student advisor in person & online, due to covid-19.

- Lecturing between a minimum of 60 and a maximum of 200 university students on a daily basis.

- Actively involved with senior lecturers in the development, research & writing of curriculum, course materials, lesson plans, suitable class assessments and activities for academic growth.

- Preparing and delivering lectures, tutorials, workshops and seminars to undergraduate students using suitable teaching techniques.

-Conduct mentoring & consulting sessions regularly to provide time for students who require academic support & advisement.

- Setting and grading assignments, tests & exams according to university policy. Ensuring all students remain in compliance with university policy by checking for plagiarism and cheating.

- Operating technical systems such as the UKZN Learn system for uploading of online learning materials, including use of the university’s grading system.

**-** Playing an administrative role and technical support member during registration periods, operating the ITS, Student Management System(SMS) and iEnabler system to capture data and register students both online and manually.

**Courses taught:**

- Academic Communication & Language Studies -Effective Writing for Social Sciences - Public Relations

- Introduction to Media Studies - Early Photography & Development - Writing for the Media (Journalism)

- Corporate Communication – Television & Film Studies

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**CORPORATE COMMUNICATIONS OFFICER (2019) – KZN Language Institute (NGO)**

- Played roles in communications and digital marketing

-Create and design content for Facebook & Instagram using Adobe Photoshop and Premier Pro in the form of press releases, video, photos or infographics for marketing purposes

-Conduct valid and reliable swot analysis of market research to generate course sales

- Conducting and analysing to improve strategic corporate communication including, stakeholder analysis, corporate identity analysis and crisis communication plan

-Speaking with internal and external parties to learn about their content needs to develop cohesive and accurate content

-Updating and maintaining of social media accounts

-Resolving client queries and complaints

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**DIGITAL MARKETING INTERN (2016) - SADD- South Africans Against Drunk Driving (Ngo)**

- Organisational skills in managing multiple projects

- Conducting marketing strategy & campaigns

- Wrote & designed brochures & press releases

- Created both print & electronic promotional marketing materials.

**EDUCATION & CERTIFICATIONS**

**2019: BACHELOR OF ARTS (HONORS)** • University of KwaZulu-Natal, South Africa

* **Major:** Media Studies & Law– Corporate Communication
  + **Courses: -** Research Methodology (Thesis module)
    - Corporate Communication
    - Journalism

**2021: TEFL TRAINING •** The TEFL Academy, UK

* **Level 5 TEFL Certificate (168 hour)**
* 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

**AWARDS & ACHIEVEMENTS**

• **2018** – **Certificate of Merit (1st Position):** Writing for The Media – Undergraduate Level

• **2019** – **Certificate of Merit (2nd position):** Corporate Communication – Honors Level

**REFERENCES ON REQUEST**