A picture containing person, clothing, posing

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Charlene Viljoen

t: +27 (0) 791890181

e: charleneviljone7@gmail.com

Address: Unit 12 Caprivi 2 Octave Street, South Africa, 1724

Profile

I am a degree educated, qualified EFL teacher. I enjoy being creative and am also keen to use this creativity to create stimulating lessons to inspire a class. I work well in a team and can communicate well at all levels and ages. Mature and lively, I have a variety of outside interests and remain committed to improving my teaching skills further and contributing to the success of the school and the learners.

TEFL Qualifications

2022 Qualify Level 5 Diploma in Teaching English as a Foreign Language (168 hours) - The TEFL Academy

* Equal regulated Level 5 qualification, DEAC approved
* Lesson planning, Classroom management, Teaching vocabulary and pronunciation, teaching receptive and productive skills, Teaching grammar, Materials development for face-to-face and online lessons, Assessed lesson content for A1-C2 level students.

2022 Teaching Young Learners (TEFL) (30hrs)- The TEFL Academy

* Accredited short course specializing in teaching young learners.

Education & Courses

2004 - 2008 – Primary School

2010 – 2016-High school Grade 11

- Afrikaans – Math - Life Orientation - Business Study

Consumer Studies

Relevant Experience

* I am very passionate about children, there learning, and creativity is very important to help them grow. I am passionate about being with friends and family and sociable. I am occasionally a book worm if it’s something that intrigues me , I love to be outside and around lots of people , I love to swim , I love to be with kids let them play and be free to let them do what they enjoy , I love to watch a good movie on a rainy day , I am a very soft and sensitive person , I am also very loving and care awfully a lot about people I love to go out of my way to help people where and when I can.

Employment

August 2021 - present- Admin Assistant, Stock Controller

- I do stock control in warehouse

- Assist with filing and keeping order in the office

Hobbies & Interests

* I enjoy meeting new people and experiencing different cultures. Music is a real passion I am an honest, trustworthy, and loyal person. I can maintain an excellent relationship with both colleagues and children. I have a strong energetic drive to succeed for both me and my employers and I want to take the knowledge I have learned in my studies and use it in a company to both better the company and myself. I am sure I will be an asset to any company. I am very hardworking and dedicated to my job and strive to help kids to learn to the best of their abilities I am patient, Loving Caring Communication Respectful

Personal Details

Date of Birth: 19th March 1999

Nationality: South African

REFEREES ON REQUEST