

## Lene Mans

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## Profile

I am a 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.

## TEFL Training

August 2021 | **TEFL Certificate - The TEFL Academy, UK**

- Create lessons for a variety of levels from elementary to intermediate

## Education & Courses

2023 | **Hospitality Management – International Career Institute**

- Advance Diploma in Hospitality Industry

2019 | **Travel & Tourism – International Career Institute**

- Advance Diploma in Travel and Tourism Industry operation

2017 | **High School Diploma – Pro-Ed Academy**

- IEB Grade 12

## Relevant Experience

In the past 3 years I worked as a Nanny / Au Pair which 2 years was in the United States. I took on this challenge to improve my knowledge on cultural differences and the improvement of my English language skills. My daily duties consist of daily childcare duties, assistance with homework and part time at home teaching for children between the ages of 3 – 10 years. In my free time, I took local college classes as part of my contract agreement.

## Employment

2021 - 2023 | **Au Pair – Au Pair Care**

- Basic childcare and responsibilities for children between the ages of 3 – 14 years.

2019 | **Receptionist – Villa Maji Guesthouse**

- Assist with ad-hoc duties as required.
- Assist with bookings and check in
- General administrative work

2018 | **Administration Assistant, Housekeeping Coordinator – Epacha Game Lodge and Spa**

- Assist with new menu designs
- Assist with planning and organization of special events / functions
- Assist with Human Resource documentation control
- Assist with housekeeping function and control

2017 | **Part Time Employment – Desert Creek Spur**

- Child caretaker

## Hobbies & Interests

I enjoy exploring, socializing and meeting new people and experiencing different cultures. Karate is one of my biggest passions and I have been a loyal member of the Shotokan Karate Academy in Namibia for 15 years. I have a big love for arts and craft with painting being my specialty. In addition I keep fit by walking and actively practicing karate weekly.

## **Personal Details**

**Date of Birth:** 02 February 1999

**Marital Status:** Single

**Health:** Excellent

**Nationality:** Namibian

**REFEREES ON REQUEST**