

**PERSONAL DETAILS:****Name and Surname:** Anina Sturgiss**ID Number:** 9201090062089**Nationality:** South African**Language:** Afrikaans
English**Residential Address:** Farm Mimosadale
Rooihoogte
Uitenhage**Contact number:** 083 4000361**Email:** sturgissa@gmail.com**Linkedin:** linkedin.com/in/anina-sturgiss-350553a4**EDUCATION:**

- Die Hoërskool Brandwag, Uitenhage
2010 Matric
Subjects: Afrikaans, English, Mathematical Literacy, Life Orientation, Tourism. Visual Arts, Computer Application Technology.
- UNISA
2015 - 2021 Diploma in Information Technology
- SHAW ACADEMY
2021 Diploma in Graphic Design
- i-to-i
GA Level 5 Certificate - TEFL 180 Hour
- UNISA (Online)
2023 - Advanced Diploma in Information Resource Management

CURRICULUM VITAE OF ANINA STURGISS

I am an honest, enthusiastic, and hardworking individual with the motivation to learn new skills and grow. I am dynamic with good communication skills. I am also able to work on my own and in a team. The knowledge and experience that I have obtained throughout the years, through different work environments, have contributed to the confidence I gained in myself, knowing that I am resourceful, adaptable, and have the capabilities to face new challenges not just in work but in life.

Proficiencies:

- Excellent Communicator
- Problem Solver
- Creative
- Optimistic
- Patience
- Microsoft Word, Excel, PowerPoint, Outlook

EMPLOYMENT HISTORY

Secretary/Administrative Assistant (21 May 2012—21 September 2012)

Turbo Blocks

Responsibilities:

Reception Duties. Clerical duties such as typing letters, sorting mail, making copies, filing and sending emails. Data entry. Keeping track of cost of building materials. Handling petty cash and attendance sheets. Handling quotation from various vendors and deliveries.

Reasons for leaving: Business closed

Debt Collection Assistant (22 April 2014—28 February 2021)

GP Van Rhyn Minnaar & Co Inc

Responsibilities:

Data entry of new debtor for handover from a client for collections. Creating correspondence between both clients and
Responsibilities included data entry, and uploading new client's information on the system (Lexpro). Consulting with debtors to arrange payment of debt. Uploading multiple debtors' information on the system (Lexpro). Drafting letters and emails for correspondence between clients and debtors. Following up with debtors by sending an SMS, letters, emails, or making telephone calls. Drafting of legal documents.

Reference: Mr M S Strydom—041 9662226

Reasons for leaving: Dissolving in partnership, resulting in directors starting new firm, DSSG Attorneys & Conveyancers, who recruited me.

CURRENT EMPLOYMENT:**Debt Collection Secretary (Starting date: 01 March 2021)**

DSSG Attorneys & Conveyancers

Responsibilities:

Data entry of new debtor for handover from a client for collections. Creating correspondence between both clients and

Responsibilities included data entry, and uploading new client's information on the system (Lexpro). Consulting with debtors to arrange payment of debt. Uploading multiple debtors' information on the system (Lexpro). Drafting letters and emails for correspondence between clients and debtors. Following up with debtors by sending an SMS, letters, emails, or making telephone calls. Drafting of legal documents.

Added Responsibilities:

Drafting legal documents and uploading the documents on Lexpro system for re-use on other matters. Communicating with Lexpro team to add new users or to help with suggestions to add some features to help with the comfortability of use. Use of SearchWorks, which is a web-based search application. I have the role of administrator on this application making me in charge of adding or removing users. I also do searches for new information if needed.

Closing of matters/files and providing those matters/files with store numbers for storing of the files. This is for matters that would be considered settled. Drawing of month-end schedules for directors. Uploading of Garnish Orders to Collection Services such as QLink and managing communication. The drawing of schedules involves me working with the bookkeeper to see what needs to be paid to the client and to monitor the progress of our collections for a month.

Skills required :

Listening, negotiating, communication and persistence. Patience also plays a great role in my daily tasks as it keeps me focused.

Interests and Hobbies:

* Travel

* Being outdoors/exploring

* Arts & Crafts

* Photography

* Reading

Other References:

DS C Stumke (NG Church East)

041 9924565

Mr. W Meyer (School Principle at Die Hoërskool Brandwag

041 9228188

14 JUL 2015

SOUTH AFRICAN POLICE SERVICE



REPUBLIC OF SOUTH AFRICA

National Senior Certificate

Awarded to

Anina Sturgiss

Identity number 9201090062089

Subject

Afrikaans Home Language
English First Additional Language
Mathematical Literacy
Life Orientation
Computer Applications Technology
Tourism
Visual Arts

Achievement

| % | level |
|-----|-------|
| 60 | 5 |
| 65 | 5 |
| 73 | 6 |
| 83 | 7 |
| 59 | 4 |
| 69 | 5 |
| 48 | 3 |
| *** | * |

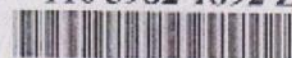
This candidate is awarded the National Senior Certificate and has met the minimum requirements for admission to diploma or higher certificate study as gazetted for admission to higher education, subject to the admission requirements of the higher education institution concerned.

With effect from December 2010

M. S. LAKOMETS
Chief Executive Officer

This certificate is issued without alterations or erasure of any kind

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UMALUSI



Council for Quality Assurance in
General and Further Education and Training
South Africa

(See reverse for more information)

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 **REPUBLIC OF SOUTH AFRICA**
NATIONAL IDENTITY CARD

Surname:
STURGISS
Names:
ANINA
Sex:
F
Nationality:
RSA
Identity Number:
9201090062089
Date of Birth:
09 JAN 1992
Country of Birth:
RSA
Status:
CITIZEN



Signature:
Anina SturGISs



Conditions: **This card has been issued by the Department of Home Affairs in terms of the Identification Act, Act 68 of 1997**
Date of issue: **11 JUL 2019**

If found please return to the Department of Home Affairs
For enquiry or verification purposes contact 0800 90 11 90



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DRIVING LICENCE
BESTUURSLIENSIE
CARTA DE CONDUCAO

A STURGISS

ID No.: **02/9201090062089** **FEHALE**

Birth/Ceboorte: **09/01/1992 ZA** Restr./Beperk: **0**

Lic.No./Lisensienr.: **10800002HVS** No.: **1**

Valid/Seigdig: **16/01/2021 - 15/01/2026**

Issued/Uitgereik: **ZA**

Code/Kode: **B**

Vol restr./Voertuigbeperkings: **0**

First issue/Eerste uitreiking: **21/12/2010**



Anina SturGISs

ZA **SOUTH AFRICA**



*Upon the recommendation of the Faculty and by the joint authority
of the Academic Board of Shaw Academy and Austin Peay State
University, the Academy has conferred the*

Professional Diploma

in

Graphic Design

on

Anina Sturgiss

*who has successfully completed the course and acquired
the **Shaw Academy Diploma**.*

Grade: Distinction

Dated: 15 May 2021

*In witness whereof, the seal of the Academy is impressed
upon this parchment.*

Certified by



AP Austin Peay
State University

Continuing Education

JAMES EGAN
CERTIFICATION OFFICER

Globally Recognized By



Accredited by:
International
Accreditation
Organization



The CPD Certification Service



ICSOC
International Council of Specialized
Online Certifications



This is to certify that

Anina Sturgiss

has successfully achieved

**GA Level 5 Certificate in Teaching English as a Foreign Language
(TEFL) (i-to-i)**

603/3954/8

with

i-to-i

Teach English Abroad

180 Hour TEFL Course

Unit Name

English Language Teaching & Learning in Context

Lesson Planning & Resources in English Language Teaching & Learning

Teaching English Language: Vocabulary, Grammar and Pronunciation

Teaching the Four Skills: Speaking, Listening, Reading and Writing

| Level | Unit Number | Credits |
|---------|-------------|---------|
| Level 5 | F/617/4048 | 6 |
| Level 5 | J/617/4049 | 6 |
| Level 5 | A/617/4050 | 6 |
| Level 5 | F/617/4051 | 6 |

Award Date:

01/03/2023

Candidate Number:

EPW64054

Certificate Number:

2023/GA/05736

Accreditation Number:

603/3954/8

The GA Level 5 Certificate in Teaching English as a Foreign Language (TEFL) (i-to-i) is awarded following the successful completion of the i-to-i TEFL course, a pedagogy programme relating to teaching and learning in an English language educational environment.

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Katie Powell
Executive Director



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