

Ashley Chirwa

I'm an English Tutor on Preply and I love what I do everyday because talking to people and helping them learn a skill that is life long is what I live to do.

Kempton Park, Johannesburg

074 615 7571

lindsaychirwa@gmail.com

<http://linkedin.com/in/ashley-chirwa-1b4a9a119>



Skills

HTML & CSS

Compile style guide & Design Mock-ups

Produce Web-optimized graphics

Write/Present/Sign texts

Verbal and written communication

Desktop & PC Maintenance

Desktop & PC Troubleshooting (Hardware and Software)

Microsoft Office

Experience

03/2020 - 05/2021

Sales person and Admin Assistance / Trillcom , Sandton

I trained the use of google earth pro and other software's. I also sold some merchandise.

03/2017 – 08/2020

Administrative Assistant / HopeLaFleur Communications Networks PTY LTD, Johannesburg

Office management, Client liaison, Management of phone calls, document handling, preparation, printing, copying, scanning and filing.

06/2021 - present

English Tutor/Preply

I am currently teaching on the Preply website and I love it.

Education

04/2021 - 05/2021

TEFL 120 Hours/ International Open Academy (Online)

Learned how to teach english as a foreign language online and I keep on learning

10/2019 - 2020

UX Design Online Courses / Interaction Design Foundation (Online)

Currently studying through IDF to become a UX Designer. IDF offers multiple courses that I hope to complete by September 2020 in order to move into UX Design as a full-time career.

03/2019 - 07/2019

UCT Web Design Certificate / University of Cape Town (GetSmarter) (Online)

Can build a fully-responsive website while being able to understand industry grade frameworks, tools, and practices.

03/2019 - 06/2019

IT Essentials/ Cisco Networking Academy (Jonda Learning Academy)

Able to build, repair, or upgrade PC's and configure devices to internet and cloud services.

03/2018 – 02/2019

Information Technology: Technical Support Level 4 / Jonda Learning Academy

Able to apply problem solving strategies, can assemble & disassemble a PC, resolve technical computer user's problems, participate in groups/teams to recommend solutions to problems.

01/2012 - 12/2016

Matric Certificate / Norkem Park High School, Johannesburg

High School Diploma Pass (Grade 8-12) Subjects: Maths, English, Afrikaans, Geography & Engineering Graphics & Design

Interests

Reading Books

Fitness (Indoors, Hiking, Marathon)

Games(Chess, Crossword puzzles, Solitaire)

Creative Writing (Poems)

Drawing

Personal Development(Psychology)