



## **PATRICA PROCTOR**

### **PERSONAL DETAILS**

**Date of Birth:** 30<sup>th</sup> March 1957

**Marital Status:** Married

**Health:** Good

**Nationality:** South African

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**Address:** 101a 12<sup>th</sup> Ave, Fairland, Randburg, 2170

### **TEFL TRAINING**

May 2021 – September 2021: **Level 5 TEFL Certificate - The TEFL Academy, UK**

Course included:

- 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

### **EDUCATION AND COURSES**

- 1990 – 2021 Courses at SABC (South African Broadcasting Corporation) in video editing, digital editing, scriptwriting and directing documentaries, magazine programmes and music videos
- 1980 - 1983 Diploma in Film and Television, Pretoria Technicon

## **RELEVANT EXPERIENCE**

- Training interns and colleagues in the Film and Television industry to write scripts, organise film shoots, direct the shoots, edit the material
- Managing crews on set
- Organising shoots from pre-production, through filming, to post production
- Administration: Shooting schedules, budgets, managing cash flows, bank reconciliations
- Customer service: Liaising with clients and ensuring that they are satisfied with the end product
- Team work: Directing television crews for 25 years
- Volunteer work: Teaching English to groups of Zulu and Sotho speaking pre-primary children at an NGO for 2 years

## **EMPLOYMENT**

- 1990 - 2021     SABC (South African Broadcasting Corporation) – permanent and freelance
- 1984 – 1989     Assistant video editor, sound editor at various film and television companies

## **HOBBIES/INTERESTS**

Film, literature, writing, reading, walking my dogs, music, gardening and travel

## **REFERENCES ON REQUEST**