



# Katherine Kruger

## Something About Myself

I am confident in my work and studies. I apply 100% of myself to ensure the best output. I am a fast learner and I am open to learning new things. I connect with people easily and I am a very kind and patient individual. When it comes to my work and studies I like to be very organised.

## Hobbies

I love to spend my time gardening, taking care and playing with all my animals( dogs, cat, birds and fish), Crocheting and cycling.

## Work Experience

### RECEPTIONIST/ASSISTANT

3 Months { *FALLING WATERS QUEST LODGE* }  
UVONGO

- I filled in for the manager whilst she was on leave. I took over her responsibilities as manager. These included, Managing the lodge, doing stock take, buying stock, checking in on quests , Making sure the lodge is running smooth and managing the employees. I also handled the petty cash and recording the time sheets.
- Whilst filling in for the manager I was also the receptionist. My tasks were to answer phone calls and make bookings for guests, filing, signing guests in and out and sending time sheets to HR office.

## Personal Particulars

**Name:** Katherine

**Surname:** Kruger

**ID NUMBER:** 0003080041048

**DATE OF BIRTH:** March 8th 2000

**AGE:** 23

**RACE:** White

**CITIZENSHIP:** RSA

**GENDER:** Female

**RELIGION:** Christian

**LANGUAGES:** English and Afrikaans

**HEALTH:** Good

**CRIMINAL RECORD:** None

## Work Experience

### GRADE R TEACHER/DAYCARE TEACHER

2 Months { SMALL TALK PLAY SCHOOL  
AND DAYCARE}

My responsibilities were to teach and prepare the Grade R students for Grade 1. teaching them to read, write, count and get ready for Grade 1. Watching over children and ensuring they are safe.

### GRADE 1 HOME SCHOOL TEACHER

1 Year

#### FOLLOWING SUBJECTS TAUGHT IN AFRIKAANS

- AFRIKAANS HOME LANGUAGE
- MATHEMATICS
- READING AND WRITING

#### FOLLOWING SUBJECTS TAUGHT IN ENGLISH

- ENGLISH SECOND HOME LANGUAGE
- READING AND WRITING

### GRADE 2 HOME SCHOOL TEACHER

6 Months

#### FOLLOWING SUBJECTS TAUGHT IN AFRIKAANS

- AFRIKAANS HOME LANGUAGE
- MATHEMATICS
- READING AND WRITING

#### FOLLOWING SUBJECTS TAUGHT IN ENGLISH

- ENGLISH SECOND HOME LANGUAGE
- READING AND WRITING

## Contact Info

katherinekruger08@gmail.com  
071 934 8627

### Address

Uvongo, Margate  
4270

## Skills

- Computer literate
- Great communication
- Organized
- Fast learning
- Microsoft Excel, Power point, Word, Outlook and access.
- Great with Children
- Great with Animals
- Great with people

## Education



**ARBORETUM PRIMARY - GR 1-7**  
**BATESDA HIGH SCHOOL GR 8-9**  
**RICHARDS BAY CHRISTIAN SCHOOL GR 10**



**UMFOLOZI TVET COLLEGE**  
**OFFICE ADMINISTRATION**  
**NATIONAL CERTIFICATE (VOCATIONAL) LEVEL**  
**2, 3 AND 4**

*Year of Graduation: 2020*

***SUBJECTS***

- English
- Life Orientation
- Office Data Processing
- Office Practice
- Business Practice
- New Venture Creation
- Mathematical Literacy



**THE TEFL ACADEMY**  
**LEVEL 5 DIPLOMA IN TEACHING ENGLISH AS A**  
**FOREIGN LANGUAGE**

*Year of completion: April 2023*

- Online foreign English teacher

## CONCLUSION

I would like to thank you for taking the time to read through my CV and I hope to hear positively back from you.



REPUBLIC OF SOUTH AFRICA

# National Certificate (Vocational)

## Level 2 Office Administration

Awarded to

**KATHERINE KRUGER**

Identity number: 0003080041084

Exam number 3080041084

	%	Achievement level
<b>Fundamental subjects:</b>		
English First Additional Language	57	4
Mathematical Literacy	53	4
Life Orientation	73	6
<b>Vocational subjects:</b>		
Business Practice	71	4
New Venture Creation	62	3
Office Data Processing	82	5
Office Practice	82	5
*****	***	*

This candidate is awarded the National Certificate (Vocational).

The candidate has obtained the minimum 130 credits for this qualification, as registered on the National Qualifications Framework.

With effect from December 2018

*M. S. LAKOMETS*

Chief Executive Officer

**190 5800 1671 H**



This certificate is issued without alterations or erasure of any kind



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General and Further Education and Training  
South Africa

**0902486**

(See reverse for more information)





REPUBLIC OF SOUTH AFRICA

# National Certificate (Vocational)

## Level 3 Office Administration

Awarded to

**KATHERINE KRUGER**

Identify number: 0003080041084

Exam number 3080041084

	%	Achievement level
<b>Fundamental subjects:</b>		
English First Additional Language	60	5
Mathematical Literacy	68	5
Life Orientation	82	7
<b>Vocational subjects:</b>		
Business Practice	72	4
New Venture Creation	76	4
Office Data Processing	78	4
Office Practice	81	5
*****	***	*

This candidate is awarded the National Certificate (Vocational).

The candidate has obtained the minimum 130 credits for this qualification, as registered on the National Qualifications Framework.

With effect from December 2019

*M. S. LAKOMETSI*

Chief Executive Officer

200 9738 0694 M



This certificate is issued without alterations or erasure of any kind



**UMALUSI**



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

1184316

(See reverse for more information)





REPUBLIC OF SOUTH AFRICA

# National Certificate (Vocational)

## Level 4 Office Administration

Awarded to

**KATHERINE KRUGER**

Identity number: 0003080041084

Exam number 3080041084

	%	Achievement level
<b>Fundamental subjects:</b>		
English First Additional Language	68	5
Mathematical Literacy	53	4
Life Skills and Computer Literacy	78	6
<b>Vocational subjects:</b>		
Business Practice	63	3
Office Data Processing	71	4
Office Practice	71	4
Personal Assistance	62	3
*****	***	*

This candidate is awarded the National Certificate (Vocational), and has met the minimum requirements for admission to bachelor's degree, diploma or higher certificate study, as gazetted for admission to higher education, subject to the admission requirements of the higher education institution concerned.

The candidate has obtained the minimum 130 credits for this qualification as registered on the National Qualifications Framework.

With effect from December 2020

**M. S. LAKOMETSI**  
Chief Executive Officer

**210 0517 4842 V**



This certificate is issued without alterations or erasure of any kind



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Council for Quality Assurance in  
General and Further Education and Training  
South Africa  
**1609793**

(See reverse for more information)

This is to certify that

**Katherine Kruger**

has achieved the following qualification:

**Qualifi Level 5 Diploma in Teaching  
English as a Foreign Language (TEFL) (The TEFL Academy) (RQF)**

Qualification Number: 603/3835/0

Awarded on: 14 April 2023

Certificate Number: D154325 Guided

Learning Hours: 168

D154325



**Jason Goodyear**  
Responsible Officer



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**Qualifi Limited**, Synergy House, 7 Acorn Business Park, Commercial Gate,  
Mansfield, Nottinghamshire, NG18 1EX, England

**Tel:** +44 (0)1158 882 323 **Email:** [info@qualifi.net](mailto:info@qualifi.net) **Web:** [www.qualifi.net](http://www.qualifi.net)





## Unit Transcript

### Qualifi Level 5 Diploma in Teaching English as a Foreign Language (TEFL)

(The TEFL Academy) (RQF)

is awarded to:

**Katherine Kruger**

on successful completion of the following units:

Unit Number	Unit Title	Credit(s)	Result
M/617/3459	An Introduction to Lesson Planning	3	Pass
H/617/3460	Teaching English Vocabulary	3	Pass
K/617/3461	Teaching Pronunciation	3	Pass
M/617/3462	Understanding English Grammar	5	Pass
T/617/3463	Teaching Receptive Skills: Listening and Reading	5	Pass
A/617/3464	Teaching Productive Skills: Speaking and Writing	4	Pass
F/617/3465	Teaching English Grammar	6	Pass
J/617/3466	History of the English Language and English Language Teaching	3	Pass
L/617/3467	Teaching Materials and Aids and Classroom Management Strategies	3	Pass
R/617/3468	The Effective use of Resources for TEFL	5	Pass

**Awarded on:** 14-April-2023

**Certificate Number:** D154325

**Guided Learning Hours:** 168

**Centre Grade:** Pass



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Qualifi Limited, Synergy House, 7 Acorn Business Park, Commercial Gate,  
Mansfield, Nottinghamshire, NG18 1EX, England  
Tel: +44 (0)115 888 2323 Email: [info@qualifi.net](mailto:info@qualifi.net) Web: [www.qualifi.net](http://www.qualifi.net)