

# BLAIR JODY BOOYSEN

## Contact



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5209, East London



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## PERSONAL INFORMATION

**ID Number:** 8908200058085

**Driver's License:**

Code 08 - Own Vehicle

**Nationality:** South African

**Marital Status:** Single

**Health:** Good

**Gender:** Female

**Race:** Coloured

**Criminal Record:** None

## LANGUAGES

### English

*Spoken Ability:* Fluent

*Written Ability:* Advanced

### Afrikaans

*Spoken Ability:* Good

*Written Ability:* Good

## SKILLS

- Proficient with MS Office.
- Quick learner, keen to learn and improve skills.
- Ability to work well under pressure.
- Organised and detail orientated
- Empathetic and patient
- Work well with others
- Able to take on responsibility.
- Self-motivation and ability to take the initiative.
- Resourceful
- Good communication - written and oral skills.
- Strong customer service skills.
- Multitasking and prioritisation
- Good organisational skills
- Flexibility and creativity

## PERSONAL PROFILE AND OBJECTIVES

Passionate and self-motivated individual with experience working with children of various age groups. Good work ethic and commitment to creating a challenging yet, learning environment. I am a hard-working and a determined individual. I am organized and detail-oriented, over 6 years of various administrative experience.

## EDUCATION

2021

**Bachelor's Degree in Education**

**University of South Africa, East London**

Currently Completing my last semester of 4<sup>th</sup> year.

2013

**Bachelor of Education**

**Fort Hare University, East London**

Completed coursework towards Bachelor of Education (incomplete)

2010

**Bachelor's Degree in Education**

**Nelson Mandela Metropolitan University, Port Elizabeth**

Completed coursework towards bachelor's in education  
(Incomplete)

2007

**Matric/ Grade 12**

**Cambridge High School, East London**

*Passed Matric with Exemption*

Subjects: English: First Language (HG), Afrikaans: Second Language (HG), Mathematics (SG), Biology (HG), Geography (HG), Home Economics (HG)

## WORK EXPERIENCE

February 2021 to Present

- Educator – *Amazing Troopers Institute, learning and tutoring centre,*  
East London

Blended - Online learning facilitator, Teacher

- Teach and Supervise classrooms where needed.
- Planning, preparing, and delivering lessons in class.
- Provide support to teachers and learners
- Helping children who need extra support to complete tasks.
- Prepare the classroom for teaching and learning
- Facilitate teaching and learning – Handout workbooks/textbooks to learners
- Marking scripts, preparing mark sheets & capture marks.
- Distribute question papers, worksheets, classwork books and marked scripts.

- Assist teachers with photocopying and compiling workbooks.
- Support teacher in managing the behaviour in the classroom.
- Help learners with educational and social development.
- Maintain a safe, secure, and clean classroom environment.
- Oversee learners out of the classroom and during lunch breaks.
- Supervising group activities of the learners.
- Any other administrative tasks required by the school.

September 2020 to November 2020

- Educator Assistant – *AW Barnes Primary School*, East London

Educational Assistant, Substitute Teacher

- Substitute teacher during COVID19.
- Substitute teacher for any teachers that are absent.
- Teach and Supervise classrooms where needed.
- Planning, preparing and delivering lessons in class.
- Provide support to teachers and learners
- Helping children who need extra support to complete tasks.
- Prepare the classroom for teaching and learning
- Facilitate teaching and learning – Handout workbooks/textbooks to learners
- Marking scripts, preparing mark sheets & capture marks.
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- Supervising group activities of the learners.
- Any other administrative tasks required by the school.

October 2014 to July 2020

- **Administrator** *Lew Geffen Sotheby's International Realty*, East London

Administrator, Receptionist, Advertising, Marketing

- Oversaw all COVID-19 related safety regulations and office compliance.
- Reception duties
- Met incoming customers and provided friendly, knowledgeable assistance.
- Maintained reception area in orderly manner to provide visitors with positive first impression of company.
- Switchboard
- Petty Cash
- Drafted internal documents and memoranda.
- Follow up terms of all offers being met by a certain date, keeping staff informed.
- Certificates of Compliance, electrical, Gas, Woodborer & dry rot obtained timeously.
- Manage referral process International/Local
- Bulk Printing of office documents
- Meetings minutes
- Increased office organisation by developing more efficient filing system and customer database protocols.
- Oversaw daily functions.
- Managed office inventory and placed new supply orders.
- Created professional memoranda, letters, and marketing copy.

- Received incoming post and packages, distributed parcels and correspondence, and despatched outgoing items daily.
- Adhered to security requirements by screening visitors, updated logs and issued passes.
- Managed clerical needs of company employees, including copying, faxing and file management.
- Tagged, organised, and stored physical files.
- Wrote professional business correspondence, set up spreadsheets and created presentations.
- Developed attractive and engaging print and digital ads.
- EAAB-Assist agents with FFC registrations, follow up on outstanding FFC's, register agents CPD points, Do agent CPD online courses
- Conveyancing- Open file for each deal, file all correspondence, send deals to: Attorney, Bond originator, communicate with agent / attorney / financier / buyer & seller during conveyancing process, keeping all abreast of developments.

August 2014 to September 2014

➤ **Receptionist (Temp) Auditor General - Drake International**, East London

- Operate telephone switchboard to answer, screen, or forward calls, providing information, taking messages, or scheduling appointments.
- Greet persons entering the establishment, determine nature and purpose of visit, and direct or escort them to specific destinations.
- Transmit information or documents to customers, using computer, mail, or facsimile machine.
- Hear and resolve complaints from customers or the public.
- File and maintain records.
- Data Capturing
- Collect, sort, distribute, or prepare mail, messages, or courier deliveries.
- Provide information about establishments, such as the location of departments or offices, employees within the organization, or services provided.
- Schedule appointments and maintain and update appointment calendars.
- Keep a current record of staff members' whereabouts and availability.

February 2012 to June 2014

➤ **Sales and Cash Desk Consultant Young Designers Emporium**, East London

- Greeted customers, welcoming them into the store with a smile.
- Customer assistance
- Completed sales efficiently utilizing point of Sale system.
- Mentored new employees on customer service, money handling, and organizing strategies.
- Banking
- Accounts filing
- General front office assistance in terms of counter and floor sales
- Follow-ups on outstanding orders
- Invoicing of all kinds of accounts
- Stocktaking
- Petty cash control
- Liaise with suppliers
- Order stock as need

- Customer services
- Housekeeping ensuring Store is always neat and tidy
- Efficiently completed duties, comfortably working autonomously, or in a team setting.
- Communicated with customers about offerings, including policies, restrictions, and refund policies.
- Observed customer behaviours to identify security threats and escalate concerns to supervisors.

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## **REFERENCES**

Available on request