

# Maggie van der Bilt TEFL Resume

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- ✓ 35 years experience as a journalist and freelance writer and is now seeking work in the UK as a **TEFL teacher (Just qualified)**

In final stages of acquiring my Ancestry Visa, sincerely hope to be able to work in the UK around October / November this year.

## Personal attributes

- ✓ Passionate about language and communication.
- ✓ Strongly driven to help create a harmonious environment in all settings.
- ✓ Excellent communication skills, garnered through working with all manner of clients and cultures.
- ✓ Highly developed research skills.
- ✓ Experienced at working both independently and as a contributing team member.
- ✓ Confident in managing client / employer expectations and developing lasting relationships.
- ✓ Believes in the value of engagement to provide distinctive service.
- ✓ Deadline-driven with a strong reputation for reliability.
- ✓ Genuinely committed to contributing to the success of her clients or employer.
- ✓ Demonstrates excellent leadership.

## Education

- Degree: BA – Bachelor of Arts, majoring in Legal Theory (University of the Witwatersrand, South Africa) (1978-1981)
- Public Relations Diploma (Damelin College) (1985)

## Voluntary Contribution

- DivorceCare Facilitator
  - o Four years (2006- 2010) plus four years (2018-2022) leading groups in a divorce recovery programme.
- Board member of Amberfield Ridge HOA (Homeowners Association) (2013 – present)
  - o Director responsible for communication & community-building
  - o Editor and publisher of monthly newsletter
  - o Created conflict resolution policy

o Uses knowledge gained from Estate Life Magazine to advise / remind fellow board-members of changes in laws/regulations and how these affect our responsibilities.

o Created WhatsApp rules

o Manages WhatsApp communication

● Founder, Love2Work Foundation (2018) (Dormant due to dried-up funding).

#### **Testimonial extracts**

o *“Maggie is a professional who takes her work to heart.”* Fienie Janse van Rensburg, CEO Institute for Performance Management

o *“Maggie is a pleasure to work with...”* Michelle Burt, Account Director, Magna Carta

o *“Maggie effectively conveys the messages we want to express...”* Jacques Botes, CEO, HFM Insurance Brokers