

## Rene Piater

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## Profile

I am a qualified EFL teacher. I enjoy being creative and am also keen to use this creativity to create stimulating lessons to inspire a class. I work well in a team and can communicate well at all levels and ages. Mature and lively, I have a variety of outside interests and remain committed to improving my teaching skills further and contributing to the success of the school.

## TEFL Qualifications

**2023 Qualifi Level 3 Certificate in Teaching English as a Foreign Language (120 hours) – The TEFL Academy**

- Ofqual regulated Level 3 qualification, DEAC approved.
- Lesson planning, Teaching vocabulary and pronunciation, Teaching receptive and productive skills, Teaching grammar, The use of online resources and media in the classroom.

## Education & Courses

**2011 – IELTS – THE BRITISH COUNCIL (Professional Institution)**

- English Language

## Employment

### **October 2018 – May 2023 – Home-schooling – 5 year old son**

- Employing a variety of educational techniques (storytelling, educational play, media etc.) to teach my son. Helping him improve his social competencies and build self-esteem. Getting him school ready.

### **September 2015 – September 2018 – PA (Personal Assistant to owner), JHB, SA**

- Perform secretarial work and provide senior managers with day-to-day administrative support. Answering phone calls and managing correspondence, scheduling appointments, and making travel arrangements.

### **May 2014 – August 2015 – Key Account Manager – Affirmative Portfolios Recruitment, East London**

- Increasing the company's revenue by ensuring that key clients are satisfied with the services provided, identifying new business opportunities for key clients, and attending all meetings, conventions and training workshops.

### **August 2013 – February 2014 – Key Account Manager – Capital Outsourcing, East London**

- Increasing the company's revenue by ensuring that key clients are satisfied with the services provided, identifying new business opportunities for key clients, and attending all meetings, conventions and training workshops.

### **Sep 2012 – May 2013 – Regional Multi-Media Telesales, Coventry Telegraph, UK**

- Utilize inbound and outbound telephone calls to persuade customers to purchase companies' products and services. Generate leads for outside sales teams, manage customer accounts, and promptly resolve customer complaints.

### **May 2012 – Aug 2012 – Sales Executive, Air Kraft, UK**

- Conducting market research to identify selling possibilities and evaluate customer needs. Actively seeking out new sales opportunities through cold calling, networking and social media. Setting up meetings with potential clients and listening to their wishes and concerns.

### **July 2010 – August 2011 – Sales Executive, Office Automation, SA**

- Conducting market research to identify selling possibilities and evaluate customer needs. Actively seeking out new sales opportunities through cold calling,

networking and social media. Setting up meetings with potential clients and listening to their wishes and concerns.

**April 2010 – June 2010 – Co-Coordinator Sales Department, Office Automation, SA**

- Coordinating the sales team by managing schedules, making appointments for Sales Reps filing important documents and communicating relevant information.

**April 2008 – March 2010 – Consumable Sales, Office Automation, SA**

- Driving consumable sales and serving as the initial point of contact for pre-sales customer inquiries. Manage the sales process for specific products lines, accounts and/or sales opportunities via phone and e-mail.

**February 2007 – March 2008 – Service Controller, Office Automation, SA**

- Answer incoming service calls and log breakdowns. Booking in all breakdowns and scheduling Technicians to attend. Input Technicians timesheets on a daily basis.

**February 2006 – February 2007 – Service Reception, Office Automation, SA**

- Greeting visitors, helping them navigate through an office. In addition, maintain calendars for appointments, sort mail, make copies, and plan travel arrangements.

**September 2001 – February 2006 – Data Entry Clerk, Office Automation, SA**

- Manually transferring data from paper formats into computer files or database systems. Typing in customers' information and creating spreadsheets, verifying them against source documents at different stages during the process.

## Hobbies & Interests

I love travelling! I lived and worked in the UK for 1 ½ years. I enjoy meeting new people and experiencing different cultures. Music is a real passion as I love dancing. In addition, I keep fit by walking and doing activities with my 5-year-old son and 2-year-old daughter.

## Personal Details

**Date of Birth:** 29<sup>th</sup> August 1981

**Nationality:** South African

**REFEREES ON REQUEST**