

# PORCHIA REID



## ABOUT ME

I am a hardworking, motivated individual with excellent communication skills. I enjoy being creative and I am also keen to use this creativity to create stimulating lessons to inspire a class. What sets me apart as a teacher is my genuine passion for education and my dedication to fostering a love for learning in my students. I am friendly and communicate well at all levels and ages. I believe in creating a supportive and encouraging atmosphere.

## CONTACT



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18 Dallas Crescent, Southfork, Strand,  
Cape Town, South Africa 7140



Female



South African



English  
Afrikaans

Date of birth:  
02/08/1985

## HOBBIES AND INTERESTS

- I enjoy meeting new people and experiencing different cultures.
- I love listening to music as I find it to be very relaxing.
- I enjoy spending time outdoors and taking long walks on the beach.

## EDUCATION

**Grassy Park High School – (December 2004) Matric (Grade: 12)**

### SUBJECTS:

- English
- Afrikaans
- History
- Geography
- Biology
- Business Economics

## TERTIARY

### TEFL QUALIFICATION

**2023 Qualifi Level 5 Diploma in Teaching English as a Foreign Language (168 hours)**

- The TEFL Academy
- Ofqual regulated Level 5 qualification, DEAC approved
- Lesson planning, Classroom management, Teaching vocabulary and pronunciation, Teaching receptive and productive skills, Teaching grammar, Materials development for face-to-face and online lessons, Assessed lesson content for A1-C2 level students.

### **Teaching English Online and One to One (30 hours)**

Lesson plan development  
Technical setups  
Tackling the challenges of teaching online, and planning courses for your students  
Teaching online independently or working for a company

## RELEVANT EXPERIENCE

I have experience in teaching and childcare, having provided tutoring services online and offline and homework assistance. Additionally, I undertook the responsibility of homeschooling my youngest daughter at the age of 7, and I continue to engage in tutoring sessions with my eldest, who is currently 16 years old, to aid her in preparing for English examinations.

I possess expertise in instructing K-12 students, including Turkish students in grades 1 through 10. Additionally, I have hands-on experience in drafting reports, assigning homework, and maintaining communication with parents to discuss students' progress.

## **University Of Cape Town - (May 2019) Supply Chain Management**

- General Manager
- Functional management areas and the role of logistics
- Procurement management
- Inventory Management
- Warehouse and storage management
- Transportation management
- Containers and packaging
- Reverse logistics and inventory recovery
- Managing the international supply chain
- Competitive supply chain strategy

## **Montrose Business College - (June 2010) Certificate Course in office skills with legal studies**

### **Subjects:**

- Conveyancing
- Dictaphone
- MS Excel
- MS Word
- Typing
- Office procedures

## **Employment**

### **Knilam Packaging (Mapflex SA) (June 2011 - September 2016) Data Clerk/Stock Controller**

- To capture stock from syspro fast and accurately
- Ensuring stock is dispatched to the correct customer at correct quantity
- Bom Costings
- Works order creation
- Investigating stock variances
- Raw material receipts
- Issuing of consumables
- Issuing & control of WIP material
- Job closures
- Scheduling jobs on Addon

### **Helderberg Village - (October 2016 -March 2018)**

#### **Administrative assistant- Common Properties & Infrastructure Maintenance department**

- Responsible for administration
- Generating job cards
- Liaise with clients regarding queries, complaints and general enquiries
- Maintain and update additional service
- request and the administration of the service
- Invoicing and filing

### **Peri Formwork & Scaffolding Engineering -(April 2018 - August 2020) Order Processor Commercial/Operations (OM1)/(OM2)**

- Check customer credit status before processing/releasing the order.
- Check customer order vs quotation pricing, discount, transport cost, delivery dates, terms & conditions, special requests
- Contact sales engineer if there are any discrepancies
- To adjust orders accordingly phone and reference changes to customers
- Provide feedback to customers via email
- Ensure that original documents provided for delivery and tickets are captured
- Create new summaries in PSD and set up discounts
- Processing of orders fast and accurately
- Ensure that the order dates on system are maintained for month end processing
- Upload site collections and liaise with transport manager

- **References available upon request**