
CARLA J. LE ROUX



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EXPERIENCE

I did Teaching Practice at Day Care Centers and Primary School and enjoyed working with the little ones. I also tutored learners and helped them with their homework and some learning barriers after school.

I have been and still are home schooling my own boys since 2015. My eldest son finished his matric in 2022. My youngest son is in grade 10 this year. It is such a privilege to be a part of my sons' education process and to see them grow.

I am a multi-skilled worker with extensive experience in different areas as set out in my CV below. I always strive to learn more and become a master in my workplace. I am resourceful, flexible, innovative, and professional. I have excellent organizational, planning and time management skills. I am confident and reliable, adaptable and able to get along with work colleagues and clients. I set a high standard of perfection to my work and do not tolerate any mistakes. I have an outgoing personality, is always friendly and helpful toward others. I am energetic, dynamic, self-motivated and innovative. I am hard working, have a can-do attitude and take great pride in my work

TEFL TRAINING

Level 5 168 Hour TEFL Certificate – The TEFL Academy, UK.
(December 2022 – July 2023)

- Created lessons for a variety of levels from pre-intermediate to advanced
- Teaching speaking, listening, reading and writing
- Material & resource creation, utilizing the internet
- English grammar and how to teach the essential language
- Needs analysis and teaching in different situations
- Classroom management and teaching techniques



EDUCATION

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

(This qualification is accredited, regulated by Ofqual and awarded by Qualifi)
The TEFL Academy, UK

ABOUT ME

I achieved the following EFL qualification on the 14th of July 2023:

Qualifi Level 5 (168 hour) Diploma in Teaching English as a Foreign Language (TEFL) (The TEFL Academy) (RQF). This qualification is accredited, regulated by Ofqual and awarded by Qualifi.

I have also finished my Bachelor Degree of Education (early Childhood Development: Foundation Phase) in 2022 through the University of South Africa (UNISA).

I enjoy helping children to understand and grasp concepts. I like interactive, talkative, and creative classes and I've seen that the children like it too and learn a lot when they can take actively part in the class.

I enjoy being creative, reading and the outdoors. I work well in a team and on my own. I am organized and stick to schedules and deadlines. I love order and neatness and is always well prepared and on time.

My strong communication skills coupled with my ability to lead through adversity have seen me complete countless deadlines on time. I can communicate well at all levels and ages.

My family and I are currently based in the Eastern Cape, Molteno. Due to security and environmental concerns in Gauteng, my family and I moved to the Northern Cape for the period October 2015 – November 2016. From December 2016 we have moved to Cape Town until 2019 and in April 2019 moved to Molteno, where we are currently residing on a farm.

One thing that I've learned is that you always can improve on your skills. You need to reflect on what you've done (lessons given and/or personal in all areas of life) and see in what areas you can better yourself. And then change accordingly, for the better. Always improve to become better than you were before.

Bachelor Degree of Education
Early Childhood Development: Foundation Phase
University of South Africa
2018 – 2022
UNISA

EAAB Certificate
2005
Estate Agency Affairs Board, Gauteng, South Africa

Diploma Course - Management Assistant
N4 & N5 Certificate
1996
Tygerberg College

National Senior Certificate
1995
Martin Oosthuizen High School

Computer Knowledge

- Microsoft Office (Word, Excel, Publisher, Power Point)
- Graphs on Excel, Acrobat
- Internet Explorer, Microsoft Outlook, Google
- Pastel Accounting 2007
- Ulti-sales
- Property Control, Private Property, Property24
- Light stone (retrieving area reports, property reports in Real Estate Industry)

EMPLOYMENT

Teaching and Home schooling (2015 – current)

Throughout my 5 years of study, I worked at Day Care Centers and Primary Schools, and enjoyed working with the little ones. I also tutored learners and helped them with their homework and some learning barriers after school. I am still home schooling my youngest son and have been home schooling my children since 2015 as mentioned already.

Welgesind Farm (Pty) Ltd | Molteno, Eastern Cape | South Africa (April 2019 – current)

Administration and Farming

- My husband is the Farm Manager for the company mentioned above. He is farming with 2000 ewes, 300 cattle and have approximately 130 ha of lands.
- He is responsible for all the farming activities every day, planning, managing, maintaining, executing of duties, handling all staff related activities,

HOBBIES

My family and I love the outdoors like hiking, fishing, camping and traveling through our beautiful country. I like reading, swimming, working in my garden, and music. I play the guitar and piano (is a little bit rusted though) and I love singing. I love the farm life and working with and caring for the animals. We also like to watch a good movie together, playing board games and spending time together.

My passion is to help children develop and to prepare them in all aspects of life to be able to survive in the business and adult world, to be successful, independent, be able to set your goals and work towards them, to be self-motivated, self-driven, flexible, innovative, proper planning and time management, to be confident and reliable, to work hard and to set a high standard for themselves.

PERSONAL DETAILS

DATE OF BIRTH: 21 August 1977
MARITAL STATUS: Married
NATIONALITY: South African
DRIVING LICENSE: EB (Code 08)
LANGUAGES SPOKEN: Afrikaans, English

REFEREES:

Ms. Martie Basson
Burgersdorp Primary School
Grd 3 Teacher (Mentor 2021 & 2022)
+27 79 670 7230

Mrs. Elize Snyman
I OnOne Day Care
Brackenfell, Cape Town
(Mentor 2018 & 2019)

- I assist my husband in and with the administration duties of the farm, doing year planning, invoicing, month-end income and expenses, budgeting, labor matters and more.

Waste Management/Rubble Removal – leRouxSkips

(Business Owner) | Cape Town, Western Cape | South Africa
(December 2016 – 2019 (2021 we sold the business))

Business Owner, Administration

- Personal Assistant / Office Administrator / Finance Manager / Marketing Manager
- Handling all the marketing of the business and our product and level of service on the Internet & Paper
- Plan daily activities in detail, setting targets and accurately forecasting completion dates.
- Have extensive, practical knowledge of Waste Management & Rubble Removal:
 - Focusing and Targeting Domestic, Commercial, Agricultural, Construction, Restaurant, Nursery and Educational industries with garden refuse, rubble removal, special waste removal only with special permit, like Glass, Granite.
- Prepare cost estimates and tenders/quotes for new work opportunities, preparing invoices and processing payments
- Familiar with Waste Removal contracts, legal terms and obligations
- Demonstrate strong interpersonal skills, communicating effectively with customers and clients and successfully engaging new work

Real Estate Experience:

- **Real Estate Agent - RE/MAX Infoglobe** | Gauteng | South Africa (2012 - 2015)
- **Real Estate Agent - Dynamique Real Estate** | Gauteng | South Africa (Aug 2012 – July 2014)
- **General Office Manager/Receptionist - Ria Viljoen Estate Agents** | Gauteng | South Africa (2004 – 2005)

Residential Full Status Real Estate Agent

- Canvassing and Cold calling
- Marketing of houses – Internet & News Paper
- Listing new houses and putting on system (Prop Control & REMAX Connect)
- Taking photographs and placing of advertisements every week
- Meeting with buyers, and showing them houses
- Following up on sellers and buyers
- Showing houses on Sundays
- Handling queries and solving problems
- Working together as a team
- Contract negotiations between buyer & seller and signing of contracts
- Send signed contracts to attorneys and bond originators
- Following up on contracts and giving feedback
- Market research – Lightstone and determine market value of properties and do comparisons
- Giving market value of property to sellers (CMA's)
- All Real Estate related tasks and training/courses
- All Administrative tasks

+27 60 995 6250

Mrs. Henlie du Randt

Retail Africa

Operations Director

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- Preparing all brochures, flyers, adverts
- Leasing & renting out of properties and all admin involved

Receptionist and General Office Manager

- Answering and screening of all telephone calls – directing it to the correct department
- Send signed contracts to attorneys and bond originators
- Following up on contracts
- Update agents and clients of progress on sale/purchase
- Perform Clerical activities such as filing, typing, word processing, photocopying and mailing out material, mail sorting and sending and receiving of faxes
- Buying of Office Supplies and Refreshments
- Dealing with correspondence, complaints and queries
- Retrieves messages from voice mail and forward to appropriate personnel.
- Answers questions about organization and provides callers with address, directions, and other information.
- Greet visitors warmly and make sure they are comfortable.
- Call persons waiting for visitor and booking of meeting rooms.
- Schedule meetings.
- Make coffee and set out food.
- Ensuring all adverts is being placed in Magazines or News Papers
- Do all preparations for monthly payments
- Personal Assistant for the Broker Owner
- Assisting Agents in typing of/and preparing of brochures, notice, letters and show house brochures
- Cold calling
- Work together as a team
- SAPTG Reports / Lightstone - market research and determine market value of properties and do comparisons
- Using a range of software packages

Retail Africa Asset Management | Property Management| Gauteng| South Africa (2009 – 2012)

Personal Assistant to Operation Director: RAPFUND

- Performing of administrative duties and clerical duties.
- Arrange conference calls and meetings
- Making of travel arrangements and preparing complex travel itineraries
- Compose correspondence
- Review memos and reports
- Conduct research
- Create an prepare presentations
- Prepare statistical reports
- General Office duties
- Organizing and maintaining files
- Answering phones calls, directing calls and handling queries
- Purchasing supplies and operating office equipment.
- Reading, monitoring and responding to directors' email
- Managing the director's electronic diary
- Attend meetings and writing minutes
- Taking dictation

- Planning, organizing and managing events
- Conducting research on the internet
- Writing reports, executive summaries and newsletters
- Preparing papers for meetings
- Managing and reviewing filing and office systems
- Typing of documents

Receptionist and General Office Manager

- Welcomes visitors/clients by greeting them, in person or on the telephone; answering or referring inquiries.
- Direct visitors by maintaining employee and department directories; giving instructions.
- Answering and screening of all telephone calls
- Send and receive all the faxes
- Maintains safe and clean reception area by complying with procedures, rules, and regulations.
- Booking of Boardrooms and setting up Video Conferencing Facilities for Meetings
- Arranging Appointments
- Perform Clerical activities such as filing, typing, word processing, photocopying and mailing out material, mail sorting and sending and receiving of faxes
- Ordering Stationery and Furniture
- Buying of Office Supplies and Refreshments
- Dealing with correspondence, complaints and queries
- Preparing letters, presentations and reports
- Liaising with staff, suppliers and clients
- Implementing and maintaining procedures/office administrative systems
- Using a range of software packages
- Organizing the Catering for meetings and making tea and coffee for clients
- Planning and managing the relocation of both the Pretoria and Johannesburg offices to a new premises near Midrand, dealing with all contractors to relocate VC facilities and telephone lines, appointing of movers for all the office furniture of both the offices
- Event Planning

RECEPTIONIST, SALES CONSULTANT, SALES REPRESENTATIVE (REP)

Karos Wood Products | Gauteng | South Africa (2005 – 2008)

SECRETARY, RECEPTIONIST, TYPIST AND ASSISTANT IN OTHER DEPARTMENTS

Municipality Of Kareeberg | Carnarvon, Northern Cape South Africa (1996 - 2004)

