

CV of Jacqui Fritz

Bachelors Degree in Arts

Paralegal Diploma

Level 5 TEFL Certificate

Mobile: +2772 329 6573
Address: 11 Minorca Avenue,
Costa Da Gama, Muizenberg,
Cape Town,
South Africa
E-Mail: jacquifritz93@gmail.com



OBJECTIVE

Being a university student, a volunteer tutor, a paralegal, a legal secretary and a personal assistant proved me to be a fast learner, resilient, and able to adapt to any situation. I am great at interacting with people, I have a great attitude and I have the ability to work well in a team.

PERSONAL DETAILS

- Date of Birth – 1 April 1993
- Gender: Female
- Marital Status: Single
- Dependents: None
- Language: English fluently and Afrikaans moderately
- Health: Excellent
- Nationality: South African

EDUCATION

Teaching English Online Certificate, the TEFL Academy, Completed in December 2021

- Subjects – An introduction to Online Teaching, Setup and Equipment needed for Teaching Online, Different Types of Courses to Teach Online, the Challenges of Teaching English Online and Planning Courses, Teaching Online Independently or working for a company

Level 5 TEFL Certificate, the TEFL Academy, completed in April 2021

- Subjects - An introduction to Lesson Planning, Teaching English Vocabulary, Teaching Pronunciation, Understanding English Grammar, Teaching Receptive Skills: Listening and Reading, Teaching Productive Skills: Speaking and Writing, Teaching Grammar, A Brief History of the English Language and English Language Teaching, Teaching Materials and Aids and Classroom Management Strategies, The Effective Use of Resources.

Paralegal Diploma, South African School of Paralegal Studies, completed in August 2016

- Subjects – Introduction to South African Law, Civil Law, Wills and Estates, Property Law & Conveyancing, Debt Collecting, Criminal Law & Procedure, Introduction to the legal profession

Bachelors of Arts, University of Cape Town, completed in December 2015

- Major Subjects – Gender studies and Historical Studies
- Other Subjects – Business Law, Religious Studies, Social Development, Sociology, Film and Media Studies, Political Studies, Classical Studies.

Matric, Muizenberg High School, 2010

Subjects – English, Afrikaans, Mathematics, Accounting, History, Tourism

WORK EXPERIENCE

- **Volunteer Tutor, New Season Foundation**, 2015-2016

Assisting students between grades R and 5 with their numeracy and literacy skills, helping students to gain a better understanding of the English language.

- **Legal Secretary, Paralegal & PA to William Booth**, William Booth Attorneys, 2016- 2020

Diary management, legal drafting, liaising with clients and other legal personnel, operating the switchboard, drafting and sending legal correspondence, consulting with clients, drafting and sending statement of accounts, dictaphone typing.

- **Freelance Transcriber, Rev Speech-to-Text Services**, 2020 – present

Transcribing videos and audio relating to various career fields, focusing on accuracy,

RELEVANT EXPERIENCE

In 2015 I started volunteering at New Season Foundation. This particular foundation is a non-profit organisation aimed at improving the lives of the youth in South Africa. My role at the foundation was to assist my students with their numeracy and literacy skills during an afterschool programme.

I tutored students between grades R to 5. Each day I would plan and present lessons based on the work they were being taught at school. The majority of my students struggled with the English language as they were mainly Afrikaans speaking. My lessons therefore largely revolved around teaching them to understand the language effectively.

I always tried to make my lessons relatable and interesting. At the end of each week I would create a challenge and divide the class into two teams, the winning team would win a prize and at the end of each month I would create a quiz and the student who scored the highest marks wins a prize. Apart from being a tutor, I also played a supportive role in the lives of my students as I ensured that I understood and catered to their individual learning needs.

Moreover, although I do not hold any experience with teaching business English, I do believe that my experience in the corporate industry coupled with my teaching experience albeit teaching children creates a unique combination for an ESL teacher. I will be able to draw from my experience in the business industry to offer my students realistic scenarios of the type of language they'll come across and subsequently be expected to produce.

HOBBIES/INTERESTS

- I enjoy meeting new people and interacting with different cultures.
- I enjoy creating video diaries of my various experiences.
- I enjoy hiking and running.
- I enjoy cooking and baking.

WHAT I'VE LEARNT FROM MY WORK EXPERIENCE

- Communication is key: Never be shy to enquire about something you are unsure about, you will avoid making silly mistakes.
- Punctuality and attentiveness can go a long way: It shows that you have respect for your employer and the company, and that you are eager to learn.

My aim is to make a professional, dynamic contribution to my employer. I look forward to discussing how can be an asset to the company.

Academic transcripts and references available on request.