

Kelly Angela Ingram

School Facilitator

Contact

Address

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Skills

Classroom management



Teaching techniques



Clear student communication



Microsoft Word



Microsoft Excel



Tolerant and Flexible



Time management



I have worked with children from the ages 7 to 13 years of age. I teach the English language as well as Afrikaans. I make PowerPoints to use for my students to learn from, I do fun activities in order for them to understand what needs to be done in the activity. I have a passion for teaching and tourism. I love to learn new skills and meet new people. I can work in busy environments and cooperate with people when it comes to teamwork. I am very friendly and outgoing, always enthusiastic to learn and undertake new challenges. I also have leadership, and creativity skills as well as communication and adaptation skills.

Work History

2022-11-
Current

Online Teacher

BrainSTEM English Academy, Ben School & BabilalaPro, Hanoi, Vietnam

- Planned and implemented integrated lessons to meet national standards.
- Incorporated multiple types of teaching strategies into lessons via Zoom, ClassIn, Google Meetings.
- Teach lessons using visual aids, equipment and classroom displays to support teacher's lesson delivery.
- Teaching Languages: English - Cambridge Curriculum
- IELTS Online Tutoring
- Teaching Study Subjects: Natural Science, Geography, Life Skills and more.
- Use Zoom, Google Slides, Google Sheets, Microsoft PowerPoint, Word, Excel etc.

2021-06 –
2022

Facilitator

Creativity Anew Center, Pretoria

- Planned and implemented integrated lessons to meet national standards.
- Incorporated multiple types of teaching strategies into classroom.
- Implemented creative ways to foster curiosity for complex principles through hands-on learning and planned activities.
- Graded and evaluated student assignments, papers and course work.
- Set up visual aids, equipment and classroom displays to support teacher's lesson delivery.
- Teaching Languages: English and Afrikaans
- Teaching Study Subjects: Natural Science, History, Geography, Life Skills, Art's and Drama

2020-02 -
2021-05

Office Administrator

Big Rock Construction 12 cc, Pretoria

- Supported office manager with proactive correspondence management, document coordination and customer relations.
- Kept accounts and records current by actively pursuing error resolutions and independently correcting problems.
- Facilitated office productivity, coordinating personnel schedules, quality assurance and procedural improvements.
- Delivered clerical support by handling a range of routine and special requirements.
- Answer central telephone system and directed calls accordingly.
- Truck logistics

Education

2013-01 -
2017-12

High School Diploma

High School Akasia - Pretoria

Subject

- English Home Language,
- Afrikaans First Additional Language
- Tourism
- Geography
- Life Sciences
- Life Orientation
- Mathematical Literacy

2017-01 -
2018-01

National Certificate in General Travel Level 5 (NQF 5): Travel Agent

Travel With Flair - Pretoria, South Africa

Studied:

- Galileo
- SA Specialist: Essentials
- Domestic Fares and Ticketing

2021-11 -
2022-06

Level 5 TEFL Certificate: Online Teaching

The TEFL Academy - Online

Studied:

- Creating lessons and teaching materials for a range of levels from Elementary to Advanced
- Teaching speaking, listening, reading and writing
- Material & resource creation, utilizing the internet
- Needs analysis and teaching in different situations

- Classroom management and teaching techniques
- Language analysis
- vocabulary, grammar and pronunciation

Interests

Spend time with family and friends

Traveling on plane or going on a roadtrip and exploring new places

Listening to music, watching movies and series

Trying new things

Meeting new people

Journaling

Reading books