



# CHAVON MICAELA SANTOS

QUALIFIED TEACHER (BED SENIOR AND FET PHASE)

## Profile

I am a qualified BEd. Senior and FET Phase graduate (2022) with a passion and dedication for teaching. My positive disposition, encouraging nature and dedication are valuable assets that will benefit the learning experience of my pupils and my professional interrelationships with my colleagues.



+27 67 204 3587



chavonmichaelasantos@gmail.com



311 Duiker Avenue, Zwartkop,  
Centurion, Gauteng

## EXPERIENCE

### FOUNDATION PHASE TEACHER (GRADE 2)

Royal Schools Princess Park College

#### **May 2023 - present**

- Teaching of CAPS curriculum for Foundation Phase
- Functioning as a register class teacher
- Compiling term planning
- Creating innovative PowerPoints
- Uploading of Google Classroom materials
- Interact with parents
- Integrating remedial activities for extra support for struggling learners
- Ensuring learners have an interactive, informative and age appropriate classroom environment

### TUTOR/AU PAIR

Hogg Family

#### **May 2022 - present**

- Tutor/au pair to two boys, ages, 11 and 16
- Running general errands for family
- Occasional evening and weekend babysitting

## EDUCATION

### **UNIVERSITY OF SOUTH AFRICA**

BEd. Senior and FET Phase  
Subject majors: Geography, Life  
Orientation, Economic and  
Management Sciences

#### **2017 - 2022**

### **DIÉ HOËRSKOOL MENLOPARK**

Matriculated with full university  
exemption

#### **2009 - 2013**



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## EXPERIENCE

### ADMIN CLERK / DEBTORS CLERK

TMA Express Road (PTY) Ltd.

**May 2022 - present**

- Use of QuickBooks for capturing payments - receivable and payable
- Creating invoices for customers (QuickBooks)
- Generating and sending customer statements
- Analysis of customer documents (SAD500, SADC's, commercial invoices etc.)
- Calling debtors for payment
- Updating cash flow sheets
- Filing and basic admin duties
- Doing account reconciliations
- Handling POD's and closing manifests (sending stamped border documents to customers)
- Managing petty cash

### AFTERCARE SUPERVISOR / INVIGILATION / COVID-19 SCREENING


Cornwall Hill College

**January 2019 - June 2022**

- Supervision of pupils between the ages of 3 and 13 (Grade 000 - Grade 7)
- Assisting pupils with homework
- Doing interactive and stimulating activities with pupils
- Holiday club (activities include; arts and crafts, interactive games, and general supervision of pupils attending the holiday club)
- **Invigilation** - reading, scribing, and supervision of pupils when writing tests and examinations; including IEB examinations
- **Screening** - assisting with the set up of all Covid-19 requirements, screening visitors, pupils and staff, assisting pupils and staff with the thermal facial recognition system and reporting problems to IT

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## SKILLS

- Microsoft Office - Word, Excel and PowerPoint
- Strong communication
- Organizational skills
- Self-motivated
- Problem-solving
- Leadership skills
- Team player



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## EXPERIENCE

### TUTOR

Simpson Family  
**January - May 2021**

### TUTOR

Bhoola Family  
**July - August 2021**

### STUDENT TEACHER (PRACTICAL)

Cornwall Hill College  
**May - June 2019 & October - November 2020**

### ADMINISTRATION CLERK

ETD Specialists (Training Provider)  
**April - November 2018**

### STORE SUPERVISOR

OK Mini Mark Greyton  
**May - December 2017**

### ADMINISTRATION CLERK

Christina Keyter Accountants (CA)  
**January - April 2017**

### CASUAL RECEPTIONIST/CASHIER


MenlynMed  
**August 2015 - November 2016**

### COMMUNITY BASED PROJECT

University of Pretoria (Jan Smuts Museum Project)  
*This was a module that I had to complete at TUKS. Our group created a database for the Jan Smuts Museum in Irene. We sorted and categorized all the books in the collection and entered them in order on our database.*

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## COURSES AND CERTIFICATIONS

**Occupational Health and Safety  
Legislation & Representatives  
Course - Legal Liability**  
TOP COMPLIANCE (Pty) Ltd

**Sexual Abuse Course**  
SARIE NEL

**Basic First Aid Course**  
SAFE-TRAIN CONSULTING

**Fire Marshal Course**  
SAFE-TRAIN CONSULTING

**Social Media Awareness**  
Emma Sadler

**Children's Act Conference**  
Cornwall Hill College

**Assessor Course**  
IOS GROUP

## REFERENCES

AVAILABLE UPON REQUEST