



SHIRLEY RASIBITSI

CERTIFIED ESL TEACHER

Combined Level 5 TEFL Diploma Course (168 hours) TTA

Observed Teaching Practice Course 40 hours TTA

Teaching Young Learners 30 hours TTA

Teaching Business English 30 hours TTA

Nationality: South African

English Ability: Native Speaker

Date of Birth: May 19, 1991

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WeChat ID: Rheigh2

SKILLS

- Leadership & project management
- Excellent communication skills
- Ability to motivate and encourage
- Planning and organizing
- Presentation and tech skills
- Microsoft Office
- Creativity

REFERENCES

Available upon request

SUMMARY STATEMENT

Dedicated TEFL professional with 268-hours of accredited certification. Committed to developing innovative lesson plans and facilitating fun and inspirational classroom environments for young learners to master the English language.

EDUCATION

TEFL/TESOL Certification

The TEFL Academy Oct 2023

168-Hour Level 5 TEFL Diploma Course

- 40-Hour Observed Teaching Course
- 30-Hour Teaching English to Young Learners Course
- 30-Hours Teaching Business English
- 30-Hours Teaching English Online and One-on-One

Bachelor's Degree

University of Johannesburg May 2023

Bachelor's Degree (Honors) in Logistics Management

University of South Africa Oct 2018

Bachelor's Degree in Transport and Logistics

WORK EXPERIENCE

Logistics Tutor

University of Johannesburg Feb 2022 – Current

- Delivering course content, presentations, case studies and practical exercises to enhance students' understanding of logistics and supply chain concepts.
- Providing guidance and support to students, answering their queries, addressing concerns, and ensuring a conducive learning environment.
- Maintaining accurate records of student attendance, grades & performance.

Import and Export Coordinator

Brima Logistics – Johannesburg Sep 2021 – Current

- Carrying out shipping tasks and activities for import / export consignments.
- Serving as a liaison between agents, airlines, shipping lines and carriers.
- Preparing and sent out daily shipment status reports to all relevant parties.
- Initiating timely invoicing and worked closely with the finance department.
- Generating quotations for clients to determine overall shipping costs.

Freight Forwarder

Kuehne + Nagel – Johannesburg May 2017 – April 2020

- Coordinated the forwarding of import/export shipments by air and sea.
- Facilitated the passage of cargo through customs.
- Prepared shipping documentation for processing of shipments.
- Provided clients with accurate shipment statuses using track & trace.
- Scheduled the pickup and delivery of cargo with transporters.