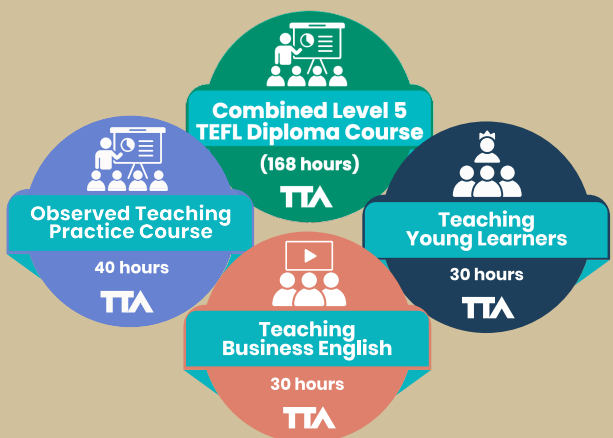


# SHIRLEY RASIBITSI

CERTIFIED ESL TEACHER



**Nationality:** South African

**English Ability:** Native Speaker

**Date of Birth:** May 19, 1991

**Phone:** +27 78 956 7056

**Email:** [rasibitsishirley@gmail.com](mailto:rasibitsishirley@gmail.com)

**Skype:** live:rasibitsishirley

**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.