

ANNELIZE CARTER

**Contact Information:**

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Personal Details:

Gender: Female • **Marital Status:** Divorced (Single) • **Nationality:** South African

PROFILE

Passionate and qualified EFL teacher with a CELTA Certification, dedicated to creating engaging and inspiring lessons. A seasoned traveler with a diverse background, I bring a unique blend of creativity and effective communication skills to foster an inclusive learning environment. Experienced in collaborative team settings, I excel at connecting with students of all ages and levels. My mature and lively approach, combined with a commitment to ongoing professional development, positions me to contribute significantly to the success of the school. Adept at simplifying English grammar, I empower students to enhance their language proficiency, overcome barriers, and explore new opportunities. With a patient and personalized teaching style, I am committed to addressing individual learning challenges and ensuring a positive and enriching educational experience.

SKILLS

Communication:

- Strong verbal and written communication skills.
- Ability to convey information effectively and engage with diverse audiences.
- Fully bilingual in Afrikaans and English, facilitating clear communication in both languages.

Responsibility and Reliability:

- Demonstrated high level of responsibility and reliability in various roles.
- Consistently met deadlines and fulfilled commitments.

Interpersonal Skills:

- Friendly and accommodating demeanor, fostering positive interactions.
- Excellent people skills, contributing to effective collaboration and relationship-building.

Technology Literate:

- Proficient in Microsoft Office applications.
- Word Processing and Presentation Software.
- Well-versed in navigating and utilizing various social platforms.
- Educational Technology Tools.
- Proficiency in using learning management systems (e.g., Google Classroom, Moodle, Canvas) to organize and deliver course content, assignments, and assessments.

Organizational Abilities:

- Highly organized with the ability to multitask efficiently.
- Resourceful and strong in problem-solving, ensuring effective resolution of challenges.

Time Management:

- Strong time-management skills, enabling efficient task prioritization and completion.

Teamwork and Independence:

- Effective in working collaboratively within a team.
- Can work independently with a self-driven and motivated approach.

Trustworthiness:

- Known for being trustworthy and maintaining confidentiality.

EDUCATION & CERTIFICATION

TEFL ACADEMY: TEFL Online One to One Course 2024

- Successfully completed a TEFL Online One to One Course, enhancing skills in delivering personalized one-to-one English language instruction.

TEFL ACADEMY : TEFL Level 5 Certification 2023 (CELTA)

- Achieved a TEFL Level 5 certification, demonstrating proficiency in Teaching English as a Foreign Language.

TEFL ACADEMY: TEFL 20 Hour Practical Certificate 2022

- Completed a 20-hour practical TEFL certificate, gaining hands-on experience in teaching English as a Foreign Language.

HEALING HANDS: Psychotherapy & Hypnotherapy 2004

- Completed a course in psychotherapy and hypnotherapy, expanding knowledge in therapeutic practices.

PRETORIA TECHNIKON: Secretarial Course 1983

- Successfully completed a secretarial course at Pretoria Technikon, acquiring foundational skills in secretarial and administrative tasks.

RICHARDS BAY HIGH SCHOOL: MATRIC 1982

- Completed matriculation at Richards Bay High School in 1982.

PROFESSIONAL EXPERIENCE

ESL EDUCATOR – HYBRID – FEBRUARY 2023 – CURRENT

Curriculum Development:

- Design and adapt lesson plans that cater to both in-person and online learning modalities.
- Incorporate multimedia resources, interactive activities, and digital tools to enhance the learning experience.

In-Person Instruction:

- Conduct face-to-face classes.
- Provide individualized support to students based on their unique language learning needs.

Online Instruction:

- Facilitate virtual classes using video conferencing platforms, interactive whiteboards, and other online tools.
- Utilize asynchronous methods for content delivery, such as pre-recorded lessons and online discussion forums.

Assessment and Feedback:

- Evaluate student progress through a combination of in-person assessments and online quizzes.
- Provide timely and constructive feedback to help students improve their language skills.

Technology Integration:

- Stay updated on the latest educational technologies and integrate them into the teaching process.
- Support students in navigating and using online resources effectively.

Communication:

- Maintain clear communication with students, parents, and colleagues regarding class schedules, assignments, and progress reports.
- Conduct virtual parent-teacher conferences to discuss student performance.

Professional Development:

- Engage in ongoing professional development to enhance teaching skills and stay informed about best practices in language education.
- Collaborate with other educators to share strategies and resources for successful hybrid teaching.

WALKERBAY ACCOMMODATION - ASSISTANT MANAGER & RECEPTIONIST - GANSBAAI

FEBRUARY 2021 - CURRENT

- Managed day-to-day operations, contributing to the efficient functioning of the accommodation facility.
- Handle reception duties, ensuring excellent customer service for guests.

VILLA ON THE BAY - PERSONAL ASSISTANT - STANFORD

2017 - 2023

- Collaborated with Michael and Pamela Bergen to manage administrative tasks and provide support.
- Assisted in organizing and coordinating activities for Villa on the Bay.

PAM GOLDING - RENTAL AGENT - GANSBAAI

2020 -

- Facilitated rental transactions and provided assistance to clients in the real estate sector.

THE PHOTO CUSHION - OWNER - CAPE TOWN

2015 - MAY 2016

- Established and operated an independent business specializing in personalized photo cushions.

A BETTER LIFE COACHING - OWNER - RICHARDS BAY

2012 - 2015

- Founded and managed a life coaching business, assisting clients in achieving personal and professional goals.

FLIPPER SWIMMING SCHOOL - OWNER - SWIMMING INSTRUCTOR - HARRISMITH

1999 - 2010

- Founded and operated a successful swimming school, providing instruction to students over a decade.

VIDEO ACADEMY - OWNER/MANAGER - HARRISMITH

2001 - 2006

- Managed and operated a video rental business, overseeing day-to-day activities.

HARRISTON SCHOOL – RECEPTION & OFFICE ADMINISTRATOR - HARRISMITH

2006 - 2009

- Efficiently managed front desk operations, handling reception duties and providing a welcoming atmosphere for visitors, parents, and staff.
- Handled phone calls, emails, and inquiries, ensuring timely and accurate communication.
- Assisted in organizing school events, meetings, and schedules.
- Managed student records and documentation with a high level of accuracy and confidentiality.
- Collaborated with teachers, staff, and parents to facilitate effective communication and address inquiries.

REALTY 1 - MTUNZINI - RECEPTIONIST/ADMIN

1993 - 1995

- Handled administrative tasks and provided support in a real estate office.

RICHARDS BAY CHROME - RICHARDS BAY - EXECUTIVE SECRETARY

1991 - 1992

- Served as an executive secretary, supporting administrative functions within the company.

RYNEPARK PHARMACY - PRETORIA - PHARMACIST ASSISTANT

1989 - 1991

- Assisted pharmacists in dispensing medication and managing pharmacy operations.

ALLIED BUILDING SOCIETY (ABSA) - PRETORIA - TELLER/CLIENT RELATIONS/INVESTMENT ADVISOR

DECEMBER 1984 – DECEMBER 1988

- Worked in various roles, including teller, client relations, and investment advisory positions at ABSA.

REFERENCES

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| ➤ Chris Boshoff - Walkerbay Accommodation – Owner | Contact No: +27 71 383 1421 |
| ➤ Pamela Bergen - Villa on The Bay | Contact No: +27 82 336 1573 |
| ➤ Marlize Human - Previous Owner - Rynepark Pharmacy | Contact No: +27 82 822 5847 |
| ➤ Dave Sawtelle - Pam Golding | Contact No: +27 82 569 7924 |