

# ESTELLE MURRAY – Educational Management

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South Africa

## Teaching Experience

- I am a mature University of Cape Town graduate and qualified prospective EFL teacher.
- Experienced in the management of an educational environment at a tertiary level.
- Using the Microsoft Suite daily and the online TEAMS, SKYPE and ZOOM platforms for meetings and training.

## TEFL Training – Education and Courses

Qualified October 2022 | **TEFL QUALIFI Level 5 Diploma in Teaching English** – Certificate number D147702

- Created lessons for a variety of levels

2021 | **Life Coaching – Academy of York (COMENSA – Coaches and Mentors of South Africa) certificate skills programme**

- Brief overview of course attached

2015 | **The Basics of Creative Writing Course – with Merit (The SA Writers' College) skills programme**

- Brief overview of course attached

2014 | **Management for Development Practitioners (includes Project Management) Netherlands Fellowship Programme with MDF Training and Consultancy**

1979 – 1981 | **BA Degree – The University of Cape Town**

## Summary of Experience

- Logistics manager at the “Centre for Educational Assessments” at the University of Cape Town.
- I train a 600 plus national invigilation team and established the “NBT Bulletin” to communicate and train more effectively. Part of what we do is to assess the literacy and numeracy levels of school leavers using diagnostic testing.

- Academic Manager and campus manager for more than 10 years
- Lectured International Tourism and Business English for more than 2 years to Tourism students at tertiary level.
- Co-wrote an event planning course; marketed and presented workshops.
- Responsible for the compilation of the first (SATOUR – South African Tourism) travel guides. South Africa's map and political situation was changing, and we had to compile and publish the guides for the London and Berlin tourism shows.

## Achievements

- Travel and Tourism Training Academy – voted best tourism training institution in the country in 2000 under my management.
- Co-wrote an events course for training and as a standard operating manual. I successfully marketed and presented this course as a workshop.
- Arranged top excursions for students as part of the course enrichment programme. We placed 90% plus of our students in the travel and tourism industry.

## Hobbies & Interests

- Volunteering at "Link to Grow" a Cape Town based volunteer organization, required that I commit to the upliftment and advancement of girls and women.
- Theatre and music are first on my list of hobbies. I have an extensive music collection and library.
- Experiencing diverse cultures
- Walking

## Personal Details

**Nationality:** South African

**REFEREES ON REQUEST**