

JEANINE M. SMITH

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PERSONAL PROFILE

Motivated, dynamic individual with flexible attitude who enjoys working in a forward thinking environment. Able to communicate and interact with diverse people at all levels. A team player who can also work independently. Looking to use existing skills and knowledge gained from experience, keen to build on those and learn new ones.

EDUCATION

1998 - 1999: University of Port Elizabeth, South Africa

B.A. (Hons) Degree Psychology

1994 - 1998: University of Port Elizabeth, South Africa

B.A. Degree Psychology and Anthropology

1989 - 1993: Kimberley Girls High School, Kimberley, South Africa

Matric Certificate

English, Afrikaans, Science, Mathematics, Biology and Geography

KEY SKILLS

- MS Office
- Communication, presentation and organisational skills
- Transcription

ADMINISTRATION EXPERIENCE

- Data entry
- Letter writing
- Telephonic testing and correspondence
- Reception
- General office duties

EMPLOYMENT HISTORY

TEACHING EMPLOYMENT HISTORY (Online)

Part-time contract work

Present – May 2016: DaDaABC

English Second Language Teacher

- English Second Language Programme, Conversational and Basic Grammar

CLICKWORKER EMPLOYMENT HISTORY (Online)

Part-time work

May 2016 - December 2015: Clickworker.com/UHRS

Clickworker

- Various crowdsourcing type tasks

TRANSCRIPTION EMPLOYMENT HISTORY (Online)

Part-time contract work

November 2015 - April 2015: Appen

Transcriber

- Transcribing audio to written work

CLICKWORKER EMPLOYMENT HISTORY (Online)

Part-time work

April 2015 - February 2014: Clickworker.com/UHRS

Clickworker

- Various crowdsourcing type tasks

ADMINISTRATION EMPLOYMENT HISTORY (Kimberley, South Africa)

Full-time work

January 2014 - July 2008: Diamond Fields Advertiser

Booking coordinator

- Booking advertisements onto system
- Data entry
- Recording Circulation figures
- Clearing Cash ads
- Bank recon
- Printing circulation magazine lists

Personal Assistant

- General office duties
- Booking advertisements onto system
- Recording Circulation figures
- Configuring Targets
- Calculating subscription commissions

Part-time work

July 2008 - February 2007: Buildmaster

Administrator

- Creating and issuing quotations, invoices and statements
- Typing letters
- Costing

TUTOR EMPLOYMENT HISTORY (London, UK)

Temporary Assignment Work

Recruitment Agency: Chamberlain Beaumont Recruitment Consultants

December 2006: Skills Training UK, Croydon

Job skills Tutor

- Aiding in the job search activity of clients
- Giving lectures on interview techniques and workplace conduct
- Role playing interview situations
- Researching new job placement opportunities on internet

November 2006 - October 2006: Career Development Group, Wood Green and Finchley

Job Skills Tutor

- Teaching CV writing skills, interview techniques and workplace conduct
- Basic skills training, Mathematics, English, Presentation
- Assisted clients with their job search

ADMINISTRATION EMPLOYMENT HISTORY (London, UK)

Temporary Assignment Work

Recruitment Agency: Directions Recruitment Specialists, Ealing Broadway

June 2006 – January 2006: Ealing, West London and Hammersmith College, Barons Court

Team Administrator

- Booking appointments and diary planning
- Processing student letters
- Filing and maintaining records, appearance of office and noticeboards
- Responsible for application process of students for Family Welfare Benefits

- Responsible for opening and closing office for the day
- Ordering of brochures and pamphlets

April 2006: Transworld Publishers / Random House Publishing, Ealing Broadway

Administrator *Worked here while above college was on Easter vacation.*

- Covering for personal assistant of editor
- Scanning, photocopying and archiving records

Recruitment Agency: London Appointments, Headstone Lane

February 2006: Halcrow Group and Halcrow & Yowles Group, Hammersmith

Administrator *Worked here while above college was on vacation.*

- Archiving files
- Scanning and photocopying

December 2005 - September 2005: Tussaud Studios, Acton Vale

Team Administrator

- Researching body models on internet
- Arranged body casting of body models by liaising with sculptors and modelling companies
- Reception, Filing, Minute taking
- Trained on Sage to call up purchase orders

December 2004 - September 2003: Bizet Arts Kindergarten

- Ages 3-8 years, planning and facilitating assembly, Art, Conversation, Grammar, Basic Skills - Manners and Physical Education

December 2004 - September 2002: B&G Kindergarten

- Ages 6-8 years, Grammar, Phonics, Conversation, Art and Reading

Elementary Schools – [also known as Bushibans usually from 5:30pm – 9pm]

July 2005 - June 2003: Great Oaks English Classroom

- One-to-one tutoring, Conversation, Phonics, Reading, Spelling, Grammar and Government English Programme Test [GEPT] preparation

July 2005 - September 2003: Gau Jie Language School

- Ages 7-9 years, lesson planning, Conversation, Reading. GEPT preparation

October 2003: Shane Language School

- Ages 7 – 8 years, Conversation

August 2003 - July 2003: Joy Language School

- Ages 7 – 12 years, Phonics, Reading, Conversation, speech contests

August 2003 - May 2001: Melody Language School

- Ages 6-18 years, Conversation, Grammar, Phonics, arranging and supervising outings

June 2001 - October 2000: Join Me Language School

- Ages 7-15 years, Reading, Grammar, Phonics, setting up tests and test preparation

February 2002 - June 2000: Washington Language School

- Ages 3-15 years, Story, Art, Science, Mathematics, Reading, Grammar, Phonics, Conversation, Spelling and supervised outings
- Ages 7-12 years, Science, Mathematics, Geography, Social Science, Grammar, Phonics and Reading

REFERENCES

Available on request.