

Mosa Prisca Madalane

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Objective Overview

TEFL Certified, college graduate seeking a teaching position in South Korea. Possessing a strong educational foundation in English language studies and a fervent enthusiasm for guiding others in language acquisition.

Education and Certification

Shaw Academy 2020

- Digital Marketing Diploma

I-to-I 2019

TEFL Certificate

- 120 hours of course work

CTI Education Group 2015

- Bachelor of Commerce degree

Work Experience

Administration/Finance Assistant 2016-2018

- General administration duties
- Tender administration
- Data capturing
- Managing financial records
- Processing invoices and expenses
- Reconciling accounts and bank statements
- Providing administrative support to the finance team
- Participating in financial audits

Casual Work

Insurance sales agent 2016

- Interview prospective clients
- Maintain electronic and paper records
- Call potential clients to expand their customer base

Pop up store cashier and stock taker 2015

- Handling of money in the form of cash or card from patrons
- Handling of weekly inventory
- Customer service

Skills

TEFL Certified, Language proficiency, technology skills, communication, patience, cultural sensitivity, adaptability, passion for learning and teaching.