

Contact

heidibennett26@gmail.com

www.linkedin.com/in/heidibennett-3658198a (LinkedIn)

www.instagram.com/cherryskye_40/ (Blog)

www.facebook.com/moto.vergotinni/ (Personal)

wordpress.com/home/adelaideo0.wordpress.com (Blog)

Top Skills

Creative Writing

Microsoft Office

CRM

Languages

Afrikaans

English

Certifications

International Computer Drivers License (ICDL,)

International TEFL Institute TESOL Certification

Heidi Bennett

Highly Energetic Content Writer at Upwork

Buffalo City Metropolitan Municipality, Eastern Cape, South Africa

Summary

I am currently working as a Content Writer, TEFL teacher and Data Entry Clerk. I have been teaching online since 2018.

I am a highly energetic teacher and love having fun in my classes.

Though with adults, it is usually conversational lessons, as they prefer to practise pronunciation and sentence structures.

I worked as an exams officer/data capturer. I captured the student's results in the college programs.

I have been writing content for a few companies in Pakistan, India, Cypress, an Australian magazine, and Upwork.

Get your work done by an expert. I do lesson plans for Teaching English, Writing, translations, editing, and Data capturing. Contact me if you want your work done timely and professional.

Experience

Upwork

1 year 1 month

Content Writer

November 2021 - Present (1 year 1 month)

I wrote content about the latest fashion trends for various parts of the world.

Freelance Content Writer

November 2021 - January 2022 (3 months)

South Africa

Freelance, self-employed

6 years

English Teacher

December 2016 - Present (6 years)

East London, Eastern Cape, South Africa

Content Writer

February 2017 - September 2022 (5 years 8 months)

East London, Eastern Cape, South Africa

Freelance Writer

February 2017 - August 2020 (3 years 7 months)

East London, Eastern Cape, South Africa

Private

English Teacher

December 2018 - Present (4 years)

South Africa

When teaching adults to speak English, it's very important to provide practical, useful language, such as key vocabulary and phrases for survival in English speaking countries, that can help them in their everyday lives and advance them toward their goals of English fluency.

Damelin

Examinations Officer

January 2022 - April 2022 (4 months)

East London, Eastern Cape, South Africa

To assist, coordinate and help conduct examinations at the campus.

To in assisting the delivery of examinations administration according to examinations Quality standards & Exam board specifications.

Typing speed of 40 wpm

Computer literacy is essential, especially in MS Outlook, MS Word, and MS Excel.

Skills & Competencies

Planning and organizing competencies

Interacting with Students and other stakeholders

Good Interpersonal skills

Good team player

Good communication skills especially verbal and written English.

Confident

Ability to meet tight deadlines.

Able to work independently

Ability to function in a highly pressurized environment.

Responsibilities

Coordination of Group Assessments

Exam Administration.

Tech Up PC Support & Supply

Finance Administrator

November 2015 - January 2021 (5 years 3 months)

East London, Eastern Cape, South Africa

Capturing debit and credit data on point of sale system, including invoicing, quotations, sales, drawing reports and reconciliation with bank statements. Marketing, Social media, ads, business cards. Teaching people computer skills.

Likeshuo

English Teacher

January 2019 - November 2020 (1 year 11 months)

Beijing City, China

Teacher

iQ Academy

Team Leader HET

July 2019 - October 2019 (4 months)

East London, Eastern Cape, South Africa

HET Team Leader

Team Leader for the Student Admin Department.

Implemented and maintained various filling systems, for various departments.

Provide general administrative support to the Head of Departments and General Admin duties assisting FET and HET.

Receiving and capturing assignments.

Receiving and Printing of Exams

Keeping exams locked up until it is due to be sent to invigilators or venues.

Coordinating Exams, venues, couriers, and invigilators.

Train invigilators and ensured all the correct documentation was received.

I also did in-house training on Invigilation and examination procedures.

Reason for leaving: Freelance Consultant for various Colleges and Schools.

Damelin East London

Sales Administrator

February 2015 - February 2017 (2 years 1 month)

Sales Administrator

The Nations College

College Administrator

September 2016 - November 2016 (3 months)

East London, Eastern Cape, South Africa

Standard Bank Group

Executive Secretary

September 2014 - December 2014 (4 months)

East London

- Managing diaries of Manager and Regional Manager.
- General typing of correspondence for Manager and Regional Manager.
- General Admin duties.
- Organising meetings & functions.
- Ordering of stationery etc.
- Liaising with the financial consultants on a daily basis.
- Provide admin assistance to financial consultants.
- Compile stats reports from financial consultants to Management.
- Travel & accommodation & catering bookings.
- Data Capturing

ADT

Technical Coordinator

March 2014 - August 2014 (6 months)

Main Duties and Responsibilities:

Booking calls for Technicians.

Follow up calls on clients.

Answering telephones.

Data Capturing.

Handling of complaints.

General Office Admin.

Assisting Technicians,

Sales Consultants & Clients

Overall Purpose of the Job: To co-ordinate appointments and bookings for technicians, maintain daily activity sheets.

SBFC - Standard Bank Financial Consultants

Personal Assistant

2013 - December 2013 (less than a year)

Provided efficient and effective administrative systems.

- Implementation of filing systems.
- Maintaining filing systems

- Catering, Travel and Accommodation Arrangements
- Liaising with clients and suppliers.
- Manage diaries of Managers
- Organize workshops and conferences
- General reception duties

Eskom

Personal Assistant - Specialized Maintenance and Support

July 2013 - September 2013 (3 months)

- Secretarial support to Specialised Maintenance and Support Manager.
- Managing administrative performance and ensuring that priorities are met.
- Maintaining and enhancing the Division.
- Provides a communication and relationship management service.
- High level of confidentiality within and out of the office.
- Acting as a first point of contact in the middle management /executive' office.
- Screening telephone calls, enquiries and requests, and handling them when appropriate.
- Resolving and redirecting queries to relevant management staff in the lines of reporting.
- Briefing the middle manager / executive of areas of importance ensuring the executive is well-prepared for meetings.
- Dealing with incoming email, faxes and post, often corresponding on behalf of the middle manager / executive.
- Devising and maintaining office systems, including data management, filing, etc.
- Organising and maintaining diaries of the manager and making appointments.
- Organising and coordinating meetings and conferences and catering.
- Organising travel and accommodation arrangements.
- Delegating work to other workers.

Mercedes Benz John Williams Motors

CRM Database Administrator

December 2012 - March 2013 (4 months)

- Accurately capture client's information into data base system.
- Liaising with clients to update their personal information.
- Merge all the duplicate records into one record.
- Deleting orphan clients.
- Checking all information for accuracy.

- Liaising with sales and service departments to teach them correct way of updating client's information.
- Marketing/Prospecting clients.

Education

ITTI - International TEFL Training Institute

Certificate, Elementary Education and Teaching · (2018 - 2018)

Damelin

Certificate, ICDL - International Computer Driving License · (2015 - 2015)

Fichardpark High School

Matric, English, Afrikaans, Business Economics, Home Economics, History, Needle work · (1993 - 1997)

Fichardtpark High School

Matric, School work · (1993 - 1997)