

A goal-oriented professional who willingly accepts responsibility for planning, assigning and supervising work activities. Thrives on change and knows how to capitalise on it. Personal satisfaction comes from helping others and uses strong communication skills to express ideas, key concepts, growth and gain in the lives of others and interacting with clients.

Razia Hisham: 9 Beaufort Street, Goodwood, 7460, Tel: (021) 591 0556/ 082 379 0799, razia.hisham@media24.com

<i>Date of birth</i>	17 February 1972	<i>Age</i>	36 years old
<i>Health</i>			Good
<i>Nationality</i>			South African
<i>Identity number</i>			7202170122084
<i>Driver's license</i>			Code 08, March 1995, Unendorsed
<i>Languages</i>			English Excellent Afrikaans Good Arabic Beginner
<i>Marital status</i>			Married (one child)

EDUCATION

Tertiary Education

2006	University of Cambridge: DELTA (Diploma in English Language Teaching to Adults)
2002	University of Stellenbosch: MPhil Second Language Acquisition
1995	University of Cape Town: Higher Diploma in Education (Post-graduate): Secondary Education (English & Guidance)
1994	University of Cape Town: Bachelor of Arts (English & Psychology)

Secondary Education

School: Alexander Sinton Senior Secondary School
1985 - 1990 Full Matriculation Exemption (March 1991)

Additional courses completed:

1996	Cape Town T.E.F.L Training Institute: International Preliminary Certificate in Teaching English as a Foreign Language	2007	Basic copy editing and training course: Edit and train with John Linnegar Writing for magazines: in-house training (Media24) with Cathy Eden
2001	The British Council (Southern Africa): accredited examiner for the First Certificate in English (FCE) & Cambridge Advanced Certificate in English (CAE) examinations		
2002 & 2003	In-house Management training course run by external consultants – covering various management techniques and skills		

WORK EXPERIENCE

Media24 publishing company

tvplus magazine

Sub-editor

Responsibilities include:

Subbing (Word documents) – includes cutting and rewriting

Proofreading (on layout using InDesign)

Translating

Putting soapie synopsis copy together and checking copy for MXit

Researching and writing soap gossip and celeb gossip pages (when writer on holiday)

Reader's Digest magazine

Sub-editor

October 2007 – June 2008

Responsibilities included:

- Copy editing
- Researching
- Correcting researched copy
- Rewriting copy
- Writing – book reviews, the RD Travel page, the RD Garden page, the RD Pets page
- Compiled the RD You Organic products page
- Suggesting pick-ups and story lines
- Localising of international copy
- Updating METS (Media Editorial Tracking System)

As we were a small editorial team I learnt a lot about the magazine world in a short space of time. I have worked on Apple Mac computer programmes including Quark Express for layout work.

DRUM magazine

Sub-editor

July 2007 – September 2007

Responsibilities included:

- Editing copy in Word documents
- Working on layouts in In-Copy and basic training using In-Design
- Rewriting text where necessary
- Cutting copy
- Suggesting story or article follow-ups

Good Hope Studies International English Language School (GHS)

Centre Director City Centre

February 2006 – June 2007

Responsibilities included:

- Overall management of Good Hope Studies City Centre school premises
- Management of administration staff and teaching staff
- Resources management
- Teacher and student support
- Support for DOS (Director of Studies)
- Teaching all courses and level

Good Hope Studies International English Language School (GHS)

Director of Studies (DOS)

June 2001 – January 2006

Duties included:

- Overall management of Good Hope Studies two school premises
- Human Resource Management
- Learner assessment and placement
- Resource management
- Budget allocation
- Cambridge examination (FCE, CAE & CPE) course co-ordination
- General management and administration
- Teacher support
- Co-ordinating teacher training and staff development

Assistant Director of Studies

February 2001 – May 2001

Duties included:

- Management of satellite campus
- Learner assessment and placement
- Liaison duty between GHS and learners
- Teaching various levels and classes

Acting Director of Studies

July 2000 – January 2001

Responsible for all DOS duties while DOS was away for 6 months.

Assistant Director of Studies (ADOS)

September 1999 – June 2000

English Language Teacher

January 1997 – August 1999

Duties included:

- Test and resource development
- Teaching Cambridge Examination Preparation courses
- Teaching levels Beginner-Advanced
- Teaching Business English, Secretarial English, English for Tourism & English for Special Purposes

Cape Communication Centre

(English Language School)

English Language Teacher

October 1996 – December 1996

Duties included:

- Teaching various levels of learners General English

READERS DIGEST ASSOCIATION (SOUTHERN AFRICA)

Customer Services Representative

November 1990 – September 1996

Duties included:

- Customer service
- Sales management
- Financial management.
- Administration
- Supervisory duties and responsibilities

I was a part of the English as a Foreign Language learning, teaching and training environment from 1996 till June 2007. I had the opportunity to teach a variety of levels from Beginner to Advanced, as well as different types of courses ranging from General English to English for Specific Purposes (Academic English, Business English, English for Travel & Tourism etc.). In addition I have taught the First Certificate, Advanced Certificate and Proficiency Certificate preparation courses. I have also assisted students in preparing for the IETLS (International English Language Testing Systems) and the TOEFL (Test of English for Foreign Learners) examinations. I also administered the entrance requirements and examination follow-up details of the students. In April 2001, Cambridge University Local Examination Syndicate afforded me accreditation as a Foreign Language Examiner. I have since been called upon to render services in this regard for the FCE and the CAE oral examinations administered by the British Council in Cape Town.

In addition to the above I was a part of the management team of GHS – assisting in building a strong team of teachers and teacher trainers. I was also involved in the initiation of the CELTA (Certificate in English Language Teaching to Adults) course that is accredited by Cambridge University. I assisted in the training of many of GHS's own teachers as well as others since the inception of the course in 2004.

My language skills have further been developed by working for Media24 and especially within the editorial team at Reader's Digest where the level, and quality of language produced was of the highest standard. In addition I have been doing freelance work for *You Pulse*, the quarterly health magazine.

I am currently working on tvplus magazine as a sub-editor where I do subbing and proofreading. I have been tasked with translating Afrikaans copy into English as well and am finding it surprisingly stimulating and enjoyable.

I function optimally when I am pushed to perform and to succeed. I am able to work on my own and as part of a team. I am a responsible and eager learner and take on new challenges with enthusiasm. My management skills have been honed working with teachers, trainers and learners. I have a versatile and very personable approach that has stood me in good stead when faced with issues of conflict.

My future focus is definitely to continue working with the English language: developing writing and overall communication skills. Building capacity within institutions for staff to develop and enhance the skills they already possess is also an area of interest.

REFERENCES:

MR MICHAEL WALKER
MR CRAIG LEITH
SHARON SOROUR-MORRIS
ADELE HAMILTON

AVAILABLE ON REQUEST

Previous principal - Good Hope Studies
Principal - Good Hope Studies
Acting Editor Reader's Digest
Acting Assistant Editor Reader's Digest