**Harry Nhlanhla Radebe
Gieselerstreet 30A,**

**Berlin, 10713
Germany
+4917674198486**

**Harry.r@aol.com**

**PROFESSIONAL OBJECTIVE**

Want to enhance conversation and technical English skills to students in a corporate setting. Teach specific skills to make conversation with clients ranging from various issues using key words and phrases. With a corporate background in the field of engineering and teaching, lessons will be integrated to fit exact needs of the class setting.

**QUALIFICATIONS**

**Bay Language Institute,**

**South Africa**

120 hours course in the teaching English as a Foreign Language

(June 2010)

**Nelson Mandela Metropolitan University**

**South Africa**

Business Management (2010)

**TEACHING EXPERIENCE**

**Westgate, Japan**

Summer Camp Teacher

2008

* Design curriculum based on student objectives and abilities.
* Provide instruction to children aged 3-11 as well as adults.
* Select and create materials to best meet student needs.
* Provide progress reports for students in the middle and at the end of their programs.
* Develops targeted lesson plans and teaching materials in subjects such Conversational English, education, Etc
* Taught easy English to Kindergarteners. Classes include students and groups up to 12.
* Teach students vocabulary using words in context of reading materials
* Familiarize students with different type of verb usage with nouns and pronouns
* Reading comprehension and answering questions related to the story

**Anda Sprachschule, Berlin, Germany**

Business Conversation/English Instructor

2011 to date

* Teach employees using topics discussed in business and daily conversational skills
* Integrate students to speak in front of their peers using dialogue
* Use presentational skills by presenting dialogue in front of other students
* Incorporate articles from news to integrate new terminology and enhance vocabulary skills
* Provided instruction in speaking and listening including pronunciation, conversation, idioms and slang, and American culture.
* Provided instruction in reading and writing including academic and business writing. Maintained high standards of evaluation

Accounts Payable Clerk
May 2006 - July 2008

* Applied a new software program which helped in increasing department productivity and reduce errors by 15%.
* Providing excellent customer service on a consistent basis which ensures customer value.
* Responsible for weekly presentations on organizational strength, presentation skills, team building, goal setting, managing cultural differences and motivation.
	+ Working with payments and charges on accounts.
	+ Provide knowledge to customers on debits and credits of their account. Using these skills, upgrade customer knowledge and company's satisfaction.
	+ Gain customers interest to continue service by fulfilling their needs.

**COMPUTER SKILLS**

Software: AutoCAD 14/2000, Excel, Origin, Access, Operating Systems: Unix, Microsoft Windows

**OTHER EXPERIENCE**

* Internet Café, Procurement and Technical services ( Mohcom, South Africa)
* Painting and interior decoration (family business)
* Small offset printer ( family business)
* Photography ( personal interest)

**COURSE WORK:** Accounting, Finance, Marketing, and Communications