**INFORMATION – Matthew Holder**

RESIDENTIAL AREA : 18 High Ridge Road Fieldshill

Kloof

Durban

South Africa

3610

(CURRENT) : Apartment 203, 556-9 Won-Dong

Osan City, Gyeonggi-Do

South Korea

447-060

NATIONALITY : South African

DRIVER’S LICENCE : Code 08

CAR AVAILABLE FOR WORK : Yes

HOME LANGUAGE : English – Read and Write Excellent

OTHER LANGUAGES : Afrikaans – Read and Write Excellent

MOBILE NUMBER : 010-9250-7333

EMAIL : [mtthwholder@yahoo.com](mailto:mtthwholder@yahoo.com)

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**EDUCATION AND DEVELOPMENT**

**SECONDARY EDUCATION**

SCHOOL : Pinetown Boys’ High School

HIGHEST STANDARD PASSED : Matric with Exemption – 1997-2001

SUBJECTS : English, Afrikaans, Mathematics, Science,

Biological Sciences and Geography

(All on Higher Grade).

**TERTIARY EDUCATION:**

INSTITUTION : University of Kwa-Zulu Natal

QUALIFICATION ACHIEVED : BEd (Bachelor of Education) 2002-2006

(Full time)

SUBJECT : Biological Sciences (Life Sciences),

Natural Sciences and Human Movement Sciences (Sports Science)

**COMPUTER LITERACY & EXPERIENCE**

Solid knowledge of Microsoft Windows ‘98, 2000, XP

Desktop Publishing with Microsoft Publisher 2000 (poster/flyer design, spreadsheets)

Microsoft Office 2000

Fully able to access the Internet

Completed standard University Computer Expertise Course

**CAREER HISTORY**

AVALON ENGLISH

International English Learning Academy

Specialist English Language Developer

SALARY

2,2 million won (R 20 000)

PERIOD OF EMPLOYMENT

December 2008 – current date

Avalon is the premier English learning Academy that enables its students to serve the interests of humanity with commitments to integrity and excellence.

JOB DESCRIPTION

* As an educator I am here to teach students English as a second language. I teach students to develop their creativity and hone their talents in the English language.
* Cultivate the learners’ creativity and enthusiasm for the English language through the resources developed for the learners.
* Nurture the students to develop a sense of self-reliance, morality and commitment to excellence to become proficient individual through the English language.

DUTIES

* My duty is to teach English as a second language to elementary and middle school learners.
* Prepare resources for learners.
* Mentor the learners in foreign language communication.
* Expand opportunities for life-long language education.
* Maximize the potential of individual students in class time.
* Create a forum for international dialogue through English for the purposes of better understanding and academic excellence.

**CAREER HISTORY**

STEINER TRANSOCEAN LTD

International Spa Company

Specialist Fitness Director and Elemis sales

SALARY

$ 5000 pm commission based

PERIOD OF EMPLOYMENT

November 2007 to July 2008

REASON FOR LEAVING

End of Contract

JOB DESCRIPTION

* Steiner Transocean Ltd is a European Medi-Spa that specializes in detoxification; they are also affiliated with the Elemis Company.
* The nature of my work required me to work as a “Toxicologist” recommending and selling guest’s detoxification programs to improve health and wellness.
* My position involved me running the fitness facilities on board the ships, co-coordinating, scheduling and running specialized fitness classes, such as yoga, Pilates, group cycling and aerobic classes on board.

I worked with weekly targets of $8000, where 10% of this figure was for services and the other 90% was for retail of products.

DUTIES

* Specialized sales and administration
* Performing specialized services for the guests on board the ship such as Personal Training, Body Composition Analysis Testing and Polar Body Age Testing
* Product presentations and seminars for guests
* Collation of all therapists revenue
* weekly scheduling for all 24 therapists in the spa, work out their weekly figures as well as in the fitness department and email head office the spas weekly figures, service and sales
* Training and development

ACHIEVEMENTS

* In my forth month exceeded targets with revenue of R600 000
* Targets were always met and exceeded

PROFESSIONAL DEVELOPMENT

International Qualification in Yoga and Pilates instruction.

**CAREER HISTORY**

GROSVENOR GIRLS HIGH SCHOOL

Secondary Education Institution

Biological Sciences and Natural Sciences Educator

SALARY

R 8000 pm

PERIOD OF EMPLOYMENT

March 2007 to November 2007

REASON FOR LEAVING

Under temporary employ in a Head of Department position

JOB DESCRIPTION AND DUTIES

* Taught grades 8 and 9 Natural Sciences
* grades 10 and 11 Life Sciences and grade 12 Biological Sciences
* Creating notes and learning resources for the respective grades
* Setting tests as well as examinations with model answers for the respective grades
* I was also involved in coaching of the schools athletics team, and was the master in charge of athletics at the school.

PROFESSIONAL DEVELOPMENT

I attended numerous workshops on development of the new grades 8 and 9 curriculum development and implementation at the department. As well as for the new grade 12 curriculum that has been implemented this year.

**CAREER HISTORY**

Ph LIFESTYLE HEALTH AND BEAUTY

Spa and personal training facility

POSITION HELD

Manager and Marketing Co-Ordinator

SALARY

R 10 000

PERIOD OF EMPLOYMENT

November 2006 to March 2007

REASON FOR LEAVING

Company was bought out by the Body-for Life Group

JOB DESCRIPTION AND DUTIES

* Problem solving, independent thinking, and organized person.
* Excellent people skills, is passionate about the health and fitness industry and designers to see the business grow.
* Sign contracts. Point of sale, take payments and sell products.
* Market to new clients-internal and external marketing initiatives.
* Assist clients with access control and load finger prints, assist members with cardio and gym programs.
* E-mail client’s info, keep stock records.
* Assist trainers; take clients if trainer is sick.
* Phone businesses for lunch orders.
* Manage cleaning staff and maintenance issues. Booking of new Personal training clients.
* Screening and client assessments.
* PH Spa bookings.
* Banking and running other errands.
* Stock control.

**CAREER HISTORY**

VIRGIN ACTIVE

National and International Health Club Franchise

POSITION HELD

Hmo (CORPORATE SALES CONSUTANT)

SALARY

R 4500 pm with commission

PERIOD OF EMPLOYMENT

October 2005 to October 2007

REASON FOR LEAVING

To be discussed in interview

JOB DESCRIPTION AND DUTIES

* Cold calling and liaising with corporate clients affiliated with medical aids and selling them Virgin Active gym memberships.
* Singing of individual members
* Presentations and seminars to Companies and Businesses about the advantage of training with Virgin Active through their medical aid scheme
* Managing monthly targets
* Training new staff on policies and procedures

ACHIEVEMENTS

* Monthly targets were 150 memberships, one month 270 memberships were achieved
* Targets were always met and exceeded

**PRACTICE TEACHING EXPERIENCE**

* 2002, Hillcrest Senior Primary School-practice teaching

At Hillcrest I taught a Grade 7 Special Needs class, I was involved in teaching all learning areas and participated fully in the running and co-ordinating of their extra-curricular at the school.

* 2003, Kearsney College-practice teaching

At Kearsney I was involved in teaching Grade 10 and 11 Biological Sciences, as well as Natural Sciences to the Grade 9’s. I participated fully in their P.E department and extra-curricular. While I was there I also stayed on campus as a Border Master assistant.

* 2004, Highbury Preparatory- practice teaching

I thoroughly enjoyed my time at Highbury, working in the Natural Science Department teaching Grades 5-7 Natural Science. I was also involved in the P.E department, and participated fully in the school’s extra-curricular activities.

* 2005, Hillcrest High School-practice teaching

Practice teaching at Hillcrest High was a terrific experience because the school is coeducational. I was involved in teaching Grade 10 and 11 Biological Sciences as well as Natural Sciences to the Grade 9’s. The school had no formal P.E lessons so I was involved in the extra-curricular activities in the afternoons.

**EMPLOYMENT CONTACT DETAILS**

* Virgin Active............................... Kloof- (031) 7646182

Pinetown- (031) 7093176

* Ph Lifestyle ………………….. Jean Montile 0839955076
* Grosvenor Girl’s High………... Memory Coutts (031) 4673614
* Steiner Transocean Ltd………. Helen Pritchard  
                  Director of Shipboard Personnel  
                  Tel; + 44 (0) 208 909 5022
* Avalon English Academy……..Chang-Joo Kim

Director Avalon English Academy, Osan Campus

(031) 374-0527

**PERSONAL MOTIVATION**

I am an extremely outgoing, positive person who is serious about life.

I feel that I am more than able to handle the responsibilities of working in a fun and exciting environment. I am outgoing, friendly, and extremely hard working, organized and industrious. My polite yet firm approach has always resulted in the work that I accomplish being done efficiently and expediently.

I am quite career driven, and personality a given, I am quite the peoples person and am always aiming to improve not only my quality of life but that of others as well. I enjoy the contact with people. I am more than willing to put as much time and effort into it to make it my career. I am intelligent and have no problems with learning new business.

I am a very versatile person, and aim to provide a holistic approach to the work that I do. These tools will enable me to achieve all I can, allowing me to accomplish anything I set my mind to.