



ZEAH JACOBS

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 <http://zjacobsportfolio.co.za/>

PROFESSIONAL SUMMARY

I am a current High School Educator teaching English (Home Language) and Life Orientation with five years' experience and a part time dress maker/designer. I also sell my clothing items has a part-time job. Prior to graduating, I have worked in financial institutions in the insurance industry engaging in sales, processing and underwriting and simultaneously designing and making garments for more than 10 years. I started working in retail (2014) then moved on to contact centers where I was consistent in reaching my targets.

EDUCATION

Oude Molen Technical High School
Matric National Senior Certificate
2013

University Of South Africa
Higher Certificate in Adult Basic Education and Training
2015

Bachelor's degree in education (Senior and Further Education and Training)
2020
Specialized:
Educational Themes
Professional Studies

Bachelors of Consumer Science Fashion Retail and Management
(In progress)

WORK EXPERIENCE

Oude Molen Technical High School [Educator and Grade Content Coordinator]

1 January 2020 – current

Teaching English and Life Orientation, coordinating work content for entire grade group, designing Formal/Informal Assessments moderating tasks and assessments, administrative responsibilities. Extra-curricular activities: Softball coach.

Part-time Dressmaker/Self-employed 2013-current

Making my own clothing items. Sourcing materials, cutting out my own patterns by tracing patterns from existing garments, sewing, styling and designing my items.

2023-current

Manage sales, deliveries, packaging and online store selling clothing items.

See my Portfolio
<http://zjacobsportfolio.co.za/>

Old Mutual [Service Consultant – Personal Lines]

1 June 2018 – 31 December 2019

Process/ amend, update personal short term insurance policies. Adhere to the policy wording/guidelines, evaluating client policies and operate within agreed mandates. Underwrite risks. Dealing with account queries.

Old Mutual [Indexing Clerk – Commercial Lines]

11 May 2017 – 31 May 2018

Indexing transactions/analyzing information received from brokers, underwriters then streaming it off to the correct branch.

Sanlam Head Office [Short term Insurance Sales Advisor]

May 2016 – January 2017

Call Sanlam clients to quote them on short term insurance. Admin/ Processing quotes.

Mango 5 [Sales Agent]

May 2015- March 2016

Cold calling clients, capturing their details, scheduling fitments with the clients, meet daily targets.

Anthony Richards and Associates [Debt collector]

November 2014 – February 2015

Calling clients in debt and scheduling payment arrangements.

Billabong [Shop assistant]

April 2014 - October 2014

Helping customers, assisting with sales and organizing the store.

SKILLS

Computer skills, Communication, teamwork, educating/training, initiative, sewing abilities, sales, sourcing, planning, merchandising, operating digital platforms, management

REFERANCES

Manager – Old Mutual [Stanley Sampson] 0833023483
Manager – Mango 5 [Donovan Robers] 0713402390
School Work Colleague - [Mrs Sedeqa Jacobs] 0824573755