

# Martina Hitge

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## PROFILE



As a confident, enthusiastic and determined chef and hospitality manager in my past profession for a period of 6 years, working with people at different levels, I have the ability to encourage and motivate people to set and achieve their goals. A qualified EFL teacher: Currently I am volunteering at a school of which the majority of the students communicate in their first language, Xhosa - English being their second language. I enjoy being creative and using my IT skills to create stimulating materials to inspire a class. I am an excellent team player and can communicate well at all age levels. Mature and lively, I have a variety of outdoor interests and remain committed to improving my teaching skills and contributing towards the successes of the students and the school.

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## TEFL TRAINING

2012

**Certificate in Teaching English as a Foreign Language**

**120 hours in- class training including practical training**

**Grade achieved: A**

**The Bay Language Institute, Port Elizabeth**

**Nelson Mandela Metropolitan, South Africa**

- A solid understanding of classroom management techniques
- EFL methodology & teaching practice as well as the function & teaching of grammar
- Role playing by incorporating the English language & games
- Phonics/Speech training and the development of conversation
- Creating lesson plans which included research of innovative internet EFL sites and the use of 'Headway' and various other textbooks
- Lesson planning for a variety of levels ranging from elementary to advanced

I thoroughly enjoyed all aspects of this training and knowing that I have an understanding of the mechanics of TEFL, and by implementing them, I can create a positive atmosphere in the classroom and help each student reach their full potential.

**Martina Hitge**  
**Hitgeheim, Addo, South Africa**  
**PO Box 95 Sunland 6115**  
**00 27 82 414 6313 • hitge.martina@gmail.com**

## **EDUCATION & COURSES**

2012	TEFL Certificate
2012	Spanish part- time elementary course
2012	4x4 Off-Road Driving Training
2011-2012	Narconon Life Skills Program
2005	Warwick's Chef School Diploma
1999-2003	Diocesan School for Girls- Senior Certificate

## **EMPLOYMENT**

2012- Present	<b>Volunteer assistant teacher, Sunday's River primary School, South Africa</b>
2010-2011	<b>Head Waiter, De Cameron Restaurant, Stellenbosch, South Africa</b>
2009- 2010	<b>Restaurant Manager, Delheim Wines, Stellenbosch, South Africa</b>
2009	<b>Junior Lodge Manager &amp; Chef, Evengue Island Lodge, Omboue, Gabon</b>
2008-2009	<b>Assistant Manager &amp; Chef, Hitgeheim Country Lodge, Addo, South Africa</b>
2008	<b>Assistant Manager &amp; Chef, Idwala Game Lodge, Grahamstown, South Africa</b>
2007	<b>Manager, Ichobezi Luxury River Houseboat, Impalila Island, Namibia</b>

Currently I am assisting at a school, on a volunteer basis, teaching children between the ages of 5 and 8 years in English. The children's first language is Xhosa which makes their second language English. This makes every day a challenge in the class room.

Prior to starting a career as a teacher, I was a very hands-on manager and chef for 6 years. I was exposed and worked with people on all levels and worked well as a team player. I established good relationships with my clients as well as my staff, contributing positively to the improvement of the levels of service and standards within the hospitality industry.

## **HOBBIES & INTEREST**

I have a passion for travelling and I have been to beautiful parts of Africa. I enjoy meeting new people and experiencing different cultures. I greatly appreciate nature and the animal kingdom with all its beauty. In addition, I enjoy photography, a good book and sand boarding.

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## PERSONAL DETAILS

**Date of Birth:** 9<sup>th</sup> December 1985

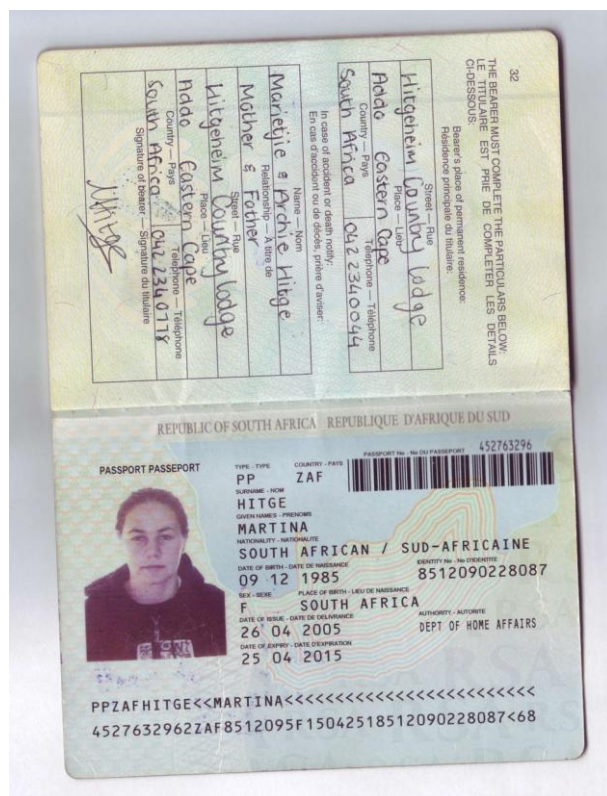
**Marital Status:** Single

**Health:** Excellent

**Nationality:** South African

**Passport Number:** 452763296

## REFERENCES ON REQUEST



**Martina Hitge**  
**Hitgeheim, Addo, South Africa**  
**PO Box 95 Sunland 6115**  
**00 27 82 414 6313 • hitge.martina@gmail.com**

**LAERSKOOL SONDAGSRIVIER  
SUNDAYS RIVER PRIMARY SCHOOL**

Tel: 042 234 0313  
Faks/Fax: 042 234 0322/  
086 581 7265  
Email: [sunriver@xsinet.co.za](mailto:sunriver@xsinet.co.za)  
[www.sundaysriverprimary.co.za](http://www.sundaysriverprimary.co.za)



Posbus/P.O.Box 29  
Sunland  
6115

To whom it may concern:

Martina Hitge was a learner at our school during her primary school career. She attended this school from 1992 to 1998.

During this period she was a disciplined and well behaved learner. She participated in various sports but excelled in swimming. She always achieved good marks in each grade and we are proud to have had her as a pupil at Sundays River Primary School.

Martina Hitge is currently volunteering at our school as an assistant teacher within the classrooms. She participates in teaching at younger levels, aged between 5 and 8 years, communicating at three various language levels.

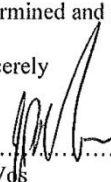
The majority of the children speak Xhosa as their first language, English and Afrikaans being their second or third language. There is an average of 20 students/children in a class. Miss Hitge participates and interacts comfortably with the children and they are very much at ease and comfortable in her presence. She is a personable, approachable teacher whom the students feel they can trust.

She spends extra time and effort in assisting students on an individual and personal basis to assist them in achieving their goals. Miss Hitge is exposed to dealing with children that find it difficult to communicate in English, and she explains and assists them individually.

She proves herself to be capable of managing a classroom independently and creates a warm, comfortable atmosphere in which the students feel content and relaxed. Miss Hitge is comfortable amongst the students as well as her peers and shows a great deal of commitment and enthusiasm towards teaching and assisting the students and the school.

She is determined and contributes to the success of the students as well as the school.

Yours Sincerely

  
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Mr J.P.P. Vos  
Principal Sundays River Primary  
17 May 2012

Laerskool Sondagsrivier  
Sundays River Primary



29, SUNLAND, 6115  
042 234 0313

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## CERTIFICATE

### TEFL

This certifies that

**Martina Hittge**

SA Passport No: 452763296

has completed a full-time, 120 hour course in **Teaching English as a Foreign Language** at

**Bay Language Institute**  
Port Elizabeth, South Africa

#### Areas covered:

- Classroom management
- EFL methodology and teaching practice
- The function and teaching of grammar in EFL
- Curriculum planning and design
- Learner and cultural differences
- Teaching the structures of English
- Role play and the use of language and games
- Phonics/Speech training and the development of conversation
- Text book evaluation and materials production in EFL
- Preparation for international examinations (Cambridge Exam Prep.)
- ESP in the classroom

#### Practical training

- Teaching English classes for children and adults at various levels at BLI (Total of 10 hours)
- Observing English classes from Beginner to Upper Intermediate level (Total of 10 hours) at BLI

Suitable for all levels of General English teaching and ESP

Performance and practice: Highly satisfactory

Melanie Schwarz  
Centre Manager  
Bay Language Institute  
30 March 2012



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For the most part, this TEFL course consisted of group based discussions and workshops, within a classroom environment, during which Martina Hitge gained understanding of the mechanics of teaching English as a foreign language within a group of her peers, the students were also given the experience of designing and implementing their own lesson plans for foreign language students of English.

As part of the theory-based classes, Martina engaged in workshops and discussions on various elements of teaching English, ranging from the fundamental concepts of reading, writing, speaking and listening, and the presentation and practice of these skills, to more complex grammatical structures, such as tense and modality, and the application of such. Additional aspects of teaching, such as lesson planning, material research, improvisational problem solving and overcoming language barriers were also included, and Martina faced each new challenge with a seriousness and determination that is commendable. Students were checked on their understanding through presentations and debates, and Martina consistently proved her grasp of the theories under discussion.

This is not to say that she does not have a lighter side, too. The remainder of the course consisted of practical classroom situations, for which the students were assigned lessons from an ongoing syllabus, but were largely given carte blanche with regards to presentation and application, within the guidelines of the lessons from the theory classes. Martina's focus on planning enabled her to conduct classrooms that were highly conducive to learning. In feedback sessions after the classes, all of her students expressed satisfaction at her approach to the lesson, but that she was also a personable, approachable teacher whom they felt they could trust.

As part of the course, the students were given opportunities to express their own perspective on the TEFL field, and Martina's presentations were always marked with creativity and attention to details. In addition, Martina has shown an ability in organisation and regulation that could prove invaluable in some situations. Martina took responsibility for various parts of the orchestration of the practical classes, delegating tasks to her peers, and planning team-teaching lessons with other TEFL students.

Throughout this course, Martina Hitge have proved herself to be capable of understanding the mechanics of teaching English as a foreign language, of implementing the theories of such, and of creating a positive atmosphere for her students. I believe her to possess many of the qualities of a good teacher and that she will make a valuable contribution to any educational institution.

David Morris  
tutor



Bay Language Institute PO Box 32171 Summerstrand 6019 South Africa  
Tel: +27 (0)41 585 3330 Mobile: +27 (0)76 191 3981

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**WARWICK'S**

*Chef School*

ESTABLISHED 1991

*Diploma as  
Commis Chef*

AWARDED TO

*Martina Hitge*

WHO HAS SUCCESSFULLY COMPLETED  
THE SIX MONTH BASIC CHEF'S COURSE ON THE

*9 December 2005*

PRINCIPAL

351

STUDENT NUMBER



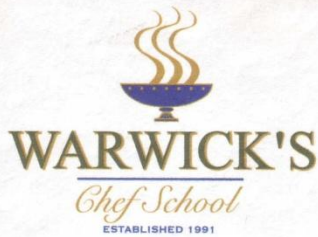
Course Assessments & Tests	67.78%
Cake Decorating & Baking	77.00%
French Terminology & Accounting	74.23%
Theory of Catering	72.20%
Final Practical Examination	84.50%

(Pass Mark 60.00%)



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9 December 2005

To whom it may concern,

**MARTINA HITGE** has successfully completed the six months Warwick's full time professional chef's course. She is a dedicated chef, always punctual, honest, neat in her appearance and willing to learn. **MARTINA HITGE** can be relied on to put in the extra effort and go the extra mile.

Warwick's also provides a full range of catering services including catering for functions, set menu breakfasts, luncheons, dinners and runs an à la Carte Restaurant in the middle of each course. All the students participate in the provision of these services giving them valuable hands on experience.

**MARTINA HITGE'S** enthusiasm and hard work was an asset in all these aspects.

**MARTINA** is well liked by her fellow students and lecturers and I wish her all the best for her future in the hospitality industry.

Yours faithfully,

K WARWICK  
PRINCIPAL

PO BOX 140 ONRUST RIVER 7201 SOUTH AFRICA KIDBROOKE PLACE HERMANUS SOUTH AFRICA  
TEL/FAX +27 (0)28 316 1166 E-MAIL: warwicks@hermanus.co.za WEBSITE: www.warwickschefschooll.co.za

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