**Grant Hayward C.V.**

**Email:**  grant\_hayward@hotmail.com

**Nationality:** South African **S.A.I.D. #:** 820307 5143 083

**Sex:** Male **Passport #:** 4532 646 46

Tel #: 010 5586 4558 (South Korea)

**EDUCATION:**

**1.** 2001 – 2008 UNISA (University of South Africa) – LLB degree (Bachelor of Laws)

**2.** 1996 – 2000 Carleton Jones High School (Carletonville)

 *(Subjects: English HG Afrikaans HG*

 *Biology HG Mathematics SG*

 Geography HG Physical Science HG)

**WORK EXPERIENCE:**

**1. CHALLENGE ACADEMY (Suwon, South Korea)**

 (+82) 18 358 8352 - Mr. Jeon **Position:** ENGLISH TEACHER

 **Period:** January 2011 – October 2011

 **Duties performed and experience gained:**

* All general duties involved with teaching (i.e. Teaching, lesson planning, student assessments, creating and marking tests, etc. )
* Class sizes ranged from 2 to 9 students, aged 7 to 14.

 **Reason for leaving:**  School closing down.

**2. SPEAK EAZY (Bangkok,Thailand)** [www.speakeazy.in.th](http://www.speakeazy.in.th/)

 (+66)2712 9652 - Marek Brooks **Position:** ENGLISH TEACHER

 **Period:** October 2009 – October 2010

 **Duties performed and experience gained:**

* All general duties involved with teaching (I.e. Teaching, lesson planning, student assessments, marking tests and exams, etc...).
* Class sizes ranged from 20 – 47 students, aged 6 to 14 years old.
* Creating a new syllabus for Mattayom 1 (13 year olds).

 **Reason for leaving:** Contract expired

**3. CERTECH COMMUNICATION SYSTEMS (Johannesburg, South Africa)**

[www.certech.co.za](http://www.certech.co.za/)

 (+27 11) 234 3509 - Warren Gardner **Position:** ACCOUNTS MANAGER

 **Period:** February 2009 – August 2009

 **Duties performed and experience gained:**

 Providing a bulk email service to clients: Managing client's databases, training clients to use the Certech system, liaising with clients and communicating their needs to the graphic designers, assisting the graphic designers with ideas for advertisements, co-ordinating client's bulk emails.

 **Reason for leaving:** Moving overseas

**4. BROWN SUGAR BACKPACKERS Position:** GENERAL MANAGER

 (+27 11) 648 7397- Danie van Loggerenberg **Period:** August 2008 – February 2009

 **Duties performed and experience gained:**

 General customer care; Bookings; Telephone communications; General office administration; Daily cash-ups; Staff management and control; Marketing and advertising; Overseeing general maintenance of premises; Long working hours; etc.

 **Reason for leaving:** Personal reasons.

**5. VAN WIJK ATTORNEYS Position:** CANDIDATE ATTORNEY

 (011) 805 0926 – Paul van Wijk **Period:** March 2006 – June 2008

 **Duties performed and experience gained:**

* General litigation, including: Negotiations between debtors and clients; Drafting settlement agreements and acknowledgements of debt; General court action involved with debt collecting (incl. summons, taking judgements, warrants of execution, garnishee orders, answering magistrates queries etc.); Proof reading commercial contracts (eg. Share holders agreements, Sale agreements); Consultations with clients; Providing legal advice to clients; Research; etc.
* Other: Good communication skills; Maintaining good relationships with clients; General usage of Microsoft Word and Microsoft Excel; Other basic office skills; etc

 **Reason for leaving:** Career change.

**6. FIONA AYERST ATTORNEYS Position:** PARALEGAL

 (011) 781 2090 – Maraloe van **Period:** April 2005 – February 2006

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 **Duties performed and experience gained:**

* Submission of claims to the Road Accident Fund; Consultation with clients; Communication with police departments and hospitals; etc.

 **Reason for leaving:** Firm closed down

**WORK EXPERIENCE (OTHER):**

**1.** Was a part time / full time waiter from 1999 to 2005 at various restaurants and bars in Johannesburg, Rustenburg and Carletonville. Further details can be provided on request.

**2.** Several years as a part time guitar instructor.

**GENERAL:**

**Hobbies:** Reading; Music; Playing guitar, Art; Chess; Current affairs; etc.

**Next of Kin:** Marie Hayward (Mother) Brian Hayward (Father)

 (+27 82) 575 9534 (+27 82) 455 2243