

Jade Iris Du Plessis

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Location: Beyers Park, Benoni

Professional Summary

Reliable and adaptable professional with over three years of experience in structured environments requiring strong communication, organisation, and people management skills. Proven ability to manage schedules, maintain professional relationships, and handle administrative responsibilities efficiently. Seeking to transition into a corporate role where I can contribute to team operations, client service, and organisational success while continuing to grow professionally.

Key Skills

- Administrative support & coordination
- Client communication & relationship management
- Time management & scheduling
- Record keeping & organisation
- Problem-solving & adaptability
- Microsoft Office (Word, Excel, Outlook)
- Team collaboration & independent work
- Attention to detail

Professional Experience

Swim Coach

Pinnacle Founders Hill & Crawford Sandton | 2026 – Present

- Manage structured sessions while maintaining a safe and professional environment
- Communicate regularly with parents and staff regarding progress and scheduling
- Coordinate lesson plans and track individual performance
- Handle responsibility for groups, ensuring organisation and time efficiency

Full-Time Swim Instructor

Schwem Swim School | 2024 – 2025

- Delivered structured programs while maintaining administrative records
- Assisted with scheduling, bookings, and parent communication
- Ensured compliance with safety and operational procedures
- Supported daily operations and general organisation of the facility

Private Tutor (Grades 1–12)

Self-Employed | 2021 – 2024

- Managed client relationships and scheduling independently
- Provided tailored support based on individual needs
- Maintained consistent communication with parents/guardians
- Built strong organisational and time management skills through self-employment

Education & Certifications

- National Senior Certificate (Matric) – 2020
- 120-Hour Advanced TEFL/TESOL Certificate – 2022
- SSA Learn to Swim (LTS) – 2022
- SSA TODSwim Course – 2024
- Safeguarding Workshop – 2024
- Curriculum Development Workshop – 2024
- SSA Coaching Level 1 – In Progress

Additional Information

- Fluent in English
- Conversational Afrikaans