

Jaden Moos

Supply Chain Management Student, Teacher Assistant

✉ moosjaden@gmail.com

☎ 0635030077

📍 Cape Town, South Africa 7580

I am a motivated and passionate student with a background in Psychology and Counselling, currently pursuing studies in Supply Chain Management. My previous experience in administrative roles and as an online tutor has equipped me with strong communication, organization, and time management skills. Through a youth program, I also worked as a Teacher Assistant, which strengthened my adaptability, empathy, and ability to work collaboratively. These experiences have helped me develop problem-solving, emotional intelligence, and attention to detail and key strengths that I bring into any professional business setting.

Work Experience

Administrator

2022

Transnet – Johannesburg, South Africa

Jan 2022 – Dec 2022

- Managed scheduling, filing, and daily office operations in a busy administrative environment
- Handled internal communications, emails, and document preparation for events and meetings
- Maintained accurate records and supported data entry with high attention to detail
- Provided general support to staff and leadership, ensuring smooth office workflow

Online English Tutor, Preply (Freelance)

2023-Present

Remote – Global Students

Jan 2023 – Present

- Teach English to students of various ages and language levels from different countries
- Customize lesson plans to suit individual learner goals in speaking, reading, and writing
- Use digital platforms (Zoom, Google Docs, etc.) to deliver interactive and effective lessons
- Track student progress and provide regular feedback to support language development

Jan Kriel School – Cape Town, South Africa
Jun 2025 – Nov 2025

- Assisted educators in classroom management, lesson facilitation, and learner support
- Provided one-on-one academic and emotional support to students with diverse needs
- Encouraged active participation and fostered a safe, inclusive learning environment
- Helped coordinate educational activities and supervised learners during school events

Facilitator (Jan Kriel School)

Jan 2026-April 2026

- Provided one-on-one academic and behavioral support to the child
- Assisted in implementing individualized learning and behavior strategies
- Supported emotional regulation, attention, and classroom inclusion
- Coordinated with the teachers sand parents to monitor progress and ensure well-being

Teacher Assistant (Jan Kriel School)

May 2026-Present

- Support students with learning barriers by providing individualized assistance and adapting materials.
- Assist in implementing and monitoring Individualized Education Plans (IEPs).
- Transcribe lessons, notes, and instructions accurately for students and teachers.
- Prepare and maintain student records, reports, and educational documentation.
- Perform classroom administrative tasks, including organizing materials and managing attendance.
- Coach and supervise extra mural sports, leading practices and fostering teamwork.
- Ensure safety and proper use of sports equipment during extracurricular activities.
- Encourage positive behavior and active participation in both classroom and extracurricular settings.

Skills

- Self motivated
 - Clear and effective communication skills
 - Time management
 - Team collaboration
 - Effective writing skills
 - Conflict resolution
 - Problem Solving and Critical Thinking
- Analytic and Strategic Thinking
 - Microsoft Office Skills and Computer literacy
 - Attention to detail
 - Patient and adaptability
 - Interpersonal skills

Education

High School Bachelor Pass 2021

South African College of Applied Psychology 2022-2023

- Completed Coursework: Bachelor Of Applied Social Science

TEFL Certification 2023

Fundamentals of Digital Marketing Short Course

Email marketing Short Course 2024

Jan Kriel school certifications

- Curriculum training: FET phase
- Curriculum training: Foundation phase
- BEEI orientation course
- Curriculum training: Senior/intermediate phase 2025

Regent Business School 2025-Present

Higher Certificate in Supply Chain Management

- 120 credits achieved to date
- Completed key modules in:
 - Supply Chain Management Principles
 - Management Principles
 - An Overview of Supply Chain Management
 - Distribution Issues in Supply Chain Management
 - Supply Issues in Supply Chain Management
 - Operations Issues in Supply Chain Management
- Strong academic performance, with module results ranging from 77% to 85% in Supply Chain Management modules.
- Developed knowledge of supply chain operations, procurement and supply issues, distribution, logistics, management principles, and economic principles.

Reference

Name	Mrs. Mvusi
Institute	South African College of Applied Psychology
Contact details	021 671 7692

Name	Mrs. B. Selinda
Institute	Transnet
Contact details	071 889 8126

Name	Preply
Institute	Preply
Contact details	888 383 6917

Name	Mr. Meyers
Institute	Sir John Adamson High School
Contact details	011 680 2453

Name	Mrs. Liezl
Institute	Jan Kriel School
Contact details	071 063 5006

Name	Student support
Institute	Regent Business School
Contact details	studentsupport@regent.ac.za