

Nwabisa Mawu

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Summary

Dedicated and personable professional with a proven ability to establish and maintain excellent communication and relationships with clients. Hardworking and versatile with excellent attention to detail. Tech-savvy professional with the flexibility to work in both fast and slow-paced environments. Able to work independently or as part of a team and can juggle multiple priorities through efficient planning to meet deadlines without compromising work quality. Willing to learn new skills independently to improve work output and believe in honest and respectful interactions for productivity.

Education

NSC MATRIC | 2013 | FRANCISCAN MATRIC PROJECT

BSC BIOTECHNOLOGY | 2013 | UNIVERSITY OF PRETORIA

Skills & Abilities

MICROSOFT OFFICE

- Computer-savvy and able to learn new software quickly.
- Proficient in Microsoft Excel including the ability to create data sets and use shortcuts and formula functions to calculate and create charts and graphs. Ability to use Excel to sort through and filter data spreadsheets by recognizing patterns in the data.
- Transfer and translation of graphs and charts to Microsoft Word and PowerPoint for report writing and presentations.
- Ability to explain significance of data clearly and concisely in report format with thorough research.

FLEXIBILITY

- Ability to adapt to change positively in response to changing circumstances and willingness to take initiative in gaining new skills that will improve performance.
- Able to learn new skills quickly and apply them independently when needed.
- Able to collaborate and communicate with colleagues and work as part of a team.
- Able to work flexible hours including weekends and comfortable with a mobile working environment.

COMMUNICATION

- Excellent written and verbal communication skills with the ability to present information through speech presentations in a professional and clear manner.
- Able to explain complex ideas to people outside of specific field by simplifying concepts and avoiding field-specific jargon.
- Excellent digital communication skills with the ability to communicate effectively through emails, video conferencing and web chat.

EFFICIENT TIME MANAGEMENT AND ORGANIZING

- I believe in planning and setting goals for tasks that must be completed. This means organizing the tasks by priority based on deadlines or importance, understanding the tools required for each task and their availability, delegating responsibilities effectively when working in a team and creating personal deadlines if none are given to ensure efficient use of time.

Languages

- English – Native speaker
- IsiXhosa – Native speaker
- Afrikaans – Good working knowledge
- IsiZulu – Good working knowledge
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Experience

MATHEMATICS TUTOR | AWARENET (VILLAGE SCRIBE ASSOCIATION) | 07/2022 – 08/2022

- Supported grade 10 and grade 11 students with homework help, lesson reinforcement and personalized attention.
- Responsible for creating lesson plans, activity worksheets and assessments to monitor students' progress.
- Created an online platform through WhatsApp to offer students assistance outside of tutoring hours. • The centre is an NPO and thus is under-resourced, so I created my own curriculum based on what the students were doing in their different schools by researching the South African CAPS curriculum and learning objectives required for each of the grades.

SCHOLAR TRANSPORT DRIVER | GRAHAMSTOWN | 02/2022 – 08/2022

- Responsible for driving high school and primary school students from the SANDF army base in Grahamstown to and from schools in town and the township.

ONLINE MATHEMATICS, BIOLOGY AND CHEMISTRY TUTOR | LIVINGSTON RESEARCH | 10/2020 – 03/2022

- Provided one-on-one online tutoring to high school and undergraduate students.
- Tutored students from different schools that did both IEB and CAPS curriculum, therefore, I was responsible for researching their different curriculums and familiarizing myself with the different metric systems and teaching techniques.
- Took initiative to learn different teaching styles when students struggled with a specific topic.

VOLUNTEER PEER EDUCATOR | CENTER FOR SEXUALITIES, AIDS, AND GENDER STUDIES(CSA&G) | 03/2018 – 09/2019

- Worked as part of an HIV testing activation group where we travelled to different locations around Pretoria and recruited males and members of the LGBTI+ community to test for HIV.
- Responsible for recording personal data of individuals who came in for an HIV test, such as demographics, lifestyle choices and risk factors.
- Worked as part of a team that was responsible for condom distribution and giving harm reduction services such as PrEP and PEP education and needle exchange services in the case of people who inject drugs.

References

- Zanele Zamela – Peer supervisor at CSA&G
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Email: Zanelezamela@gmail.com
- Zintle Vambe – Awarenet tutor supervisor
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- Saphokazi Ndabula – Scholar transport owner
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