

Curriculum Vitae for Tshepiso Msweli

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Profile

I Graduated high school having done stem subjects, did two academic years in the University of Cape Town taking on the Bachelor of Science degree in Physics and Astrophysics. I was then financially excluded after my second year. I have shown to be good at interacting with people and working well with a team in a job I took on as a dining hall monitor and after volunteering as a mentor in The University of Cape Town. I have also developed my computer skills in the Microsoft technologies in order to better serve in a professional environment. I have also developed my communication skills and my computer skills through university, online courses and work experience. I am always looking to add more skills and gain competence in the workplace. I am looking to expand my skills and make a great career for myself in the tech and education fields.

Personal Details

Surname:	Msweli
First Names:	Tshepiso Douglas
Date of Birth:	01 February 2001
Country of Birth:	South Africa
ID Number:	0102015880085
Sex:	Male
Marital Status:	Single
Languages:	English and IsiZulu
Disability:	None
Driver's License:	Code C1 (10)

Education

- Duration:** 2019-2021
School: University of Cape Town

Programme: Bachelor of Science, Majoring in **Physics and Astrophysics**.

Reason for leaving: Financial Exclusion

2. **Duration:** 2014-2018
School: Darnall Secondary School
Programme: National Senior Certificate
GPA: 78% (3 distinctions and 4 Bs)

Work Experience

1. **Duration:** October 2023-Present
Position: Admin Assistant
Company: Iwhiz NPO
Job Description: **Filing, sending emails, data capturing, using Microsoft Word and Microsoft Excel** to write documents and **Microsoft Teams** for meetings. Assisting with facilitation.
Driving 283 km per day and 3 times a month for work purposes.
2. **Duration:** May 2023-October 2023
Position: Teacher/Tutor
Company: Iwhiz NPO
Job Description: Creating **Physical sciences** Lessons in video format for grade 12, 11 and grade 10. Created videos that covered the whole CAPS syllabus for the respective grades.
Reason for Leaving: End of contract
3. **Duration:** May 2023-October 2023
Position: Writer and Editor
Company: Stellar Maths
Job Description: Creating **Mathematics** material for assessing learner competence for grades 12, 11 and 9. Created question papers that cover the whole syllabus for the respective grades.
Reason for Leaving: End of contract
4. **Duration:** November 2020-November 2021
Position: Dining Hall Monitor
Company: University of Cape Town Student Housing and Residence Life
Job Description: Scanning of student's QR codes for access to the dining hall, surveillance of the dining hall and enforcing the dining hall rules.

Reason for Leaving: End of contract

Roles of responsibility

1. Duration: November 2019-November 2020
Role: Student Mentor in Leo Marquard Residence
2. Duration: January 2018- November 2018
Role: High School President of the Representative Council of Learners
3. Duration: January 2016-November 2017
Role: Volunteer in the Ubuntu Club

Awards

- Awarded UCT Plus Silver 45 hours Role Modelling Leadership
- Darnall Secondary School Dux Award or Top Student Award

Skills

- Software: Microsoft Word, Microsoft Excel, Latex, Python
 - Used these technologies for writing Lab reports and essays in university.
- Physically fit: I Exercise to stay healthy.
 - I can do 100 push-ups and pullups every morning and I run for 3km every morning.
- Effective Communication:
 - Displayed during my time mentoring and working with the catering staff and students as a dining hall monitor and more recently as a facilitator assistant when I would fill in for a facilitator and instruct learners about theory aspects of Coursework at Iwhiz NPO.
- Touch Typing:
 - Able to type 60 words per minute
- Writing:
 - I have written essays and reviews in a philosophy course I took in university.
- Reading:
 - I have done a lot of reading in the course of high school and university, I have also read the South African Constitution, The Washing of the Spears and my latest book, Homo Deus.

Course Certificates

- Coursera Data structures certificate
- Coursera_ Python for everybody certificate

- Certificate Of Completion: How to Make Strategic Thinking a Habit
- Certificate Of Completion: Learning Excel Data Analysis
- Certificate Of Completion: Time Management Fundamentals

Referees

1. Name: Genevieve Mattew
Company: IWhiz
Position: Manager
Call: Available on request due to POPI ACT