

CURRICULUM VITAE

PERSONAL DETAILS

NAME:	MTOKO TELMA
ADDRESS:	5659 KUWADZANA 7 HARARE ZIMBABWE
TELEPHONE:	+263 773 656 905
E-MAIL:	mtokotelma@gmail.com
NATIONALITY:	ZIMBABWEAN
DATE OF BIRTH:	11 MAY 1994
RELIGION:	CHRISTIAN
MARITAL STATUS:	SINGLE

EDUCATIONAL BACKGROUND

University of Zimbabwe 2024	Master of Arts Degree in Multimedia Production Design and Systems
Chinhoyi University of Technology 2018	Bachelor of Science Honours Degree in Creative Art and Design

TEACHING EXPERIENCE

Belvedere Teacher's College (2018-2019)

Position –Lecturer

Modules:

- Graphic Design
- Photography
- Videography and Editing

Job Description:

- Assisting students with practicals, teaching students Editing software's from conceptualisation to producing a full product films, 3d designs and motion graphic adverts.
- Teaching students camera work on both photography and filming, camera settings, movements and cinematography rules.
- Post production editing with various software's, adobe premiere pro, final cut pro and after effects for advanced editing.
- Preparing video tutorials on both camera work and software presentations.
- Helping students with projects and assignments.
- I managed to help students make more than 40 short films during this period.
- Assisting student to create and reproduce websites that are functional
- Help in concept development in all forms of media, motion, and print.

PROFESSIONAL EXPERIENCE

Zimpapers Television Network (ZTN) 2020- 2023

Position – Commercial Producer

- Successfully produced over 50 commercials that not only met but exceeded client expectations, resulting in a 20% increase in repeat business and client retention.
- Played a pivotal role in securing high-profile clients and increasing the network's advertising revenue by 30% through the production of impactful and engaging commercial content.

Zimbabwe Broadcasting Corporation (ZBC) 2016-2019

Position – Producer (Factual & Entertainment)

- Produced an entertainment show that became a hit within its target demographic, contributing to a 15% rise in viewership during its time slot.
- Developed a children's program that significantly boosted viewership within the younger demographic.
- Introduced new production techniques and workflows that improved the overall quality of both factual and entertainment content, leading to better audience retention and feedback.

SKILLS

- Adobe Cs Packages
- Corel Draw Design Suit

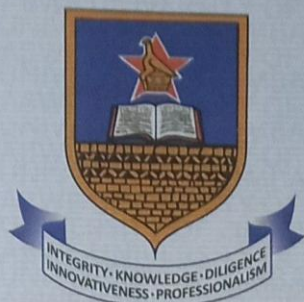
- Final Cut Pro, Adobe Premiere Pro
- After Effects
- Adobe Lightroom
- Adobe Photoshop

REFERENCES

Dr. B. Chivhanga
Department of Creative Art and Design
Chinhoyi University of Technology
P.Bag 7724
0772 312 953

Walter Chari
Zimbabwe Broadcasting Corporation
Executive Producer
0772919176

Prof. N. Chivandikwa
Department of Theatre Arts
University of Zimbabwe
Box MP167
Mount Pleasant
Harare, Zimbabwe
0783 058 194



UNIVERSITY OF ZIMBABWE

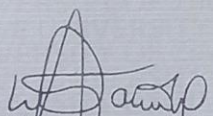
FACULTY OF ARTS AND HUMANITIES

**Master of Arts Degree in Multimedia
Production Designs and Systems**

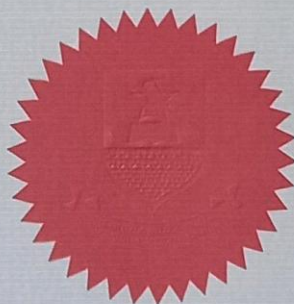
WE HEREBY CERTIFY THAT

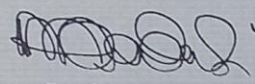
Telma MTOKO

completed an approved programme, and having satisfied the Examiners, has this day been awarded, in the **Credit** Category, the Master of Arts Degree in Multimedia Production Designs and Systems with specialisation in Media and Alternative Development.


Vice-Chancellor
Professor Dr Paul Mapfumo

Date: 12 July 2024




Registrar
Dr. Munyaradzi Madambi

UZ - MS0003264





UNIVERSITY OF ZIMBABWE

Academic Transcript

STUDENT: MTOKO TELMA

DATE AND PLACE OF BIRTH: 11/05/1994 HARARE ZIMBABWE

PROGRAMMES ATTENDED AND DATES: MASTERS IN MULTI-MEDIA PRODUCTION
DESIGNS AND SYSTEMS
FEBRUARY 2023 to JUNE 2024

DISSERTATION TITLE: REPRESENTATION OF SOCIAL HEALING AND
RECONCILIATION IN TELEVISION
DOCUMENTARIES. A CASE STUDY OF
ANOTHER CHANCE ZIMBABWE
BROADCASTING CORPORATION PROGRAM

AREA OF SPECIALISATION: MEDIA AND ALTERNATIVE DEVELOPMENT

MONTH AND YEAR	EXAMINATION AND MODULES	GRADES (SEE KEY)
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**DECEMBER 2023 MASTERS IN MULTI-MEDIA PRODUCTION DESIGNS AND
SYSTEMS**

PART 1 EXAMINATION

MMPD511	APPLIED RESEARCH METHODS IN COMMUNICATION AND DEVELOPMENT	MERIT
MMPD514	DIGITAL TECHNOLOGY AND DEVELOPMENT: MESSAGE DESIGN AND EVALUATION	MERIT
MMPD515	AUDIENCE MAPPING FOR DIGITAL COMMUNICATION PLATFORMS	DISTINCTION
MMPD518	CRITICAL THEORIES AND PARADIGMS IN DEVELOPMENT AND COMMUNICATION	CREDIT
MMPD512	COMMUNITY PROJECT AND SPECIAL TOPICS IN NGO COMMUNICATION	DISTINCTION
MMPD522	CONTEMPORARY ISSUES AND DEBATES IN DEVELOPMENT COMMUNICATION	PASS
MMPD523	COMMUNITY RADIO FOR SOCIAL DEVELOPMENT	MERIT
MMPD526	DEVELOPING AND MANAGING DIGITAL SOCIAL MEDIA PLATFORMS FOR SOCIAL JUSTICE	CREDIT

DECISION: PASS : PROCEED



Deputy Registrar (Academic)

No. 030461

see reverse side for key to grades

JUNE 2024

**MASTERS IN MULTI-MEDIA PRODUCTION DESIGNS AND
SYSTEMS**

PART 2 EXAMINATION

MMPD570 DISSERTATION

CREDIT

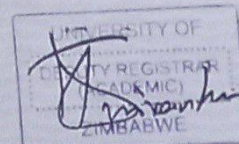
DECISION: PASS : GRADUATE

DEGREE CLASSIFICATION: CREDIT

DISTINCTIONS/HONOURS/PRIZES AWARDED: NONE

AWARDED THE MASTERS IN MULTI-MEDIA PRODUCTION DESIGNS AND SYSTEMS IN THE
CREDIT CATEGORY ON THE 12TH OF JULY 2024

6 NOVEMBER 2024



Deputy Registrar (Academic)

see reverse side for key to grades

CHINHOYI UNIVERSITY OF TECHNOLOGY



We hereby certify that

MTOKO TELMA

Having completed the programme of study approved by the University in the

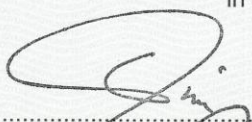
SCHOOL OF ART AND DESIGN

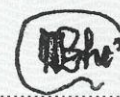
and having satisfied the Examiners

has this day been awarded by the Senate a

**BACHELOR OF SCIENCE (HONOURS)
DEGREE IN CREATIVE ART AND DESIGN**

in the **UPPER SECOND** division.


Vice Chancellor


Registrar

Date: **18 DECEMBER 2018**



Serial number : SAD **0365**



CHINHOYI UNIVERSITY OF TECHNOLOGY

Academic Transcript



Reg.Number: C15124584W
Surname: MTOKO
First Names: TELMA
Date Of Birth: 11 May 1994
Place of Birth: HARARE
Programme:

BACHELOR OF SCIENCE HONOURS DEGREE IN CREATIVE ART AND DESIGN

Programme taken

From : March-2015 to December-2018

AUTHENTICATION
D. NYAKUDYA, Consular Officer
in the Ministry of Foreign Affairs of the Republic
of Zimbabwe do hereby certify that this
document of Zimbabwean origin is authentic.
Given under my hand and seal of the
Ministry of Foreign Affairs at Harare
This 11 day of March 2018
Ministry of Foreign Affairs
Republic of Zimbabwe

March 2015 - June 2015

Academic Year 1 Semester 1

Module	Module Name	Mark	Credits	Grade	GPE	GP
CUCAD104	MATHEMATICS FOR ART AND DESIGN	72	12	B+	2.8	33.6
CUACE101	COMMUNICATION SKILLS	60	10	B-	2.0	20
CUEB104	PRINCIPLES OF MANAGEMENT	58	10	C+	1.7	17
CUIT112	INFORMATION TECHNOLOGY AND COMPUTER APPLICATIONS	60	10	B-	2.0	20
CUCAD110	WORLD ART HISTORIES	34	12	F	0	0
CUFA110	DRAWING	59	12	C+	1.7	20.4
Decision	PROCEED CARRYING CUCAD110					

August 2015 - December 2015

Academic Year 1 Semester 2

Module	Module Name	Mark	Credits	Grade	GPE	GP
CUCAD103	AESTHETICS	75	12	A-	3.2	38.4
CUCAD107	GRAPHIC DESIGN	59	12	C+	1.7	20.4
CUCAD108	TEXTILE DESIGN	60	12	B-	2.0	24
CUCAD109	PRINT MAKING	61	12	B-	2.0	24
CUCAD205	PHOTOGRAPHY	65	12	B	2.4	28.8
CUMT105	INTRODUCTION TO STATISTICS	57	10	C+	1.7	17
CUCAD110	WORLD ART HISTORIES	58	12	C+	1.7	20.4
Decision	PROCEED					

March 2016 - June 2016

Academic Year 2 Semester 1

Module	Module Name	Mark	Credits	Grade	GPE	GP
CUCAD209	FASHION DESIGN	59	12	C+	1.7	20.4
CUCAD210	THEATRE DESIGN	65	12	B	2.4	28.8
CUCAD212	FILM AND VIDEO	68	12	B	2.4	28.8
CUCAD206	ENVIRONMENTAL DESIGN	77	12	A-	3.2	38.4
CUCAD219	3 DIMENSIONAL DESIGN	66	12	B	2.4	28.8
Decision	PROCEED					

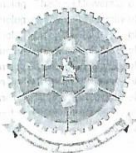
August 2016 - December 2016

Academic Year 2 Semester 2

Module	Module Name	Mark	Credits	Grade	GPE	GP
CUCAD204	INDUSTRIAL DESIGN	60	12	B-	2.0	24
CUCAD213	CURATORSHIP	59	12	C+	1.7	20.4
CUEB201	PRINCIPLES OF ENTREPRENEURSHIP	61	12	B-	2.0	24
CUCAD220	ADVERTISING	62	12	B-	2.0	24
CUCAD221	RESEARCH METHODS FOR ARTS AND DESIGN	75	12	A-	3.2	38.4
Decision	PROCEED					

No 025427

Immanuel Moyo
Deputy Registrar (Academic)



CHINHOYI UNIVERSITY OF TECHNOLOGY

Academic Transcript



March 2017 - February 2018

Academic Year 3 Semester 1 & 2

Module	Module Name	Mark	Credits	Grade	GPE	GPs
CUCAD381	INDUSTRIAL ATTACHMENT CONTINUOUS ASSESSMENT	80	60	A-	3.2	192
CUCAD382	INDUSTRIAL ATTACHMENT REPORT	71	60	B+	2.8	168
Decision	PROCEED					

March 2018 - June 2018

Academic Year 4 Semester 1

Module	Module Name	Mark	Credits	Grade	GPE	GPs
CUCAD401	SPECIALISATION	76	60	A-	3.2	192
Decision	PROCEED					

August 2018 - December 2018

Academic Year 4 Semester 2

Module	Module Name	Mark	Credits	Grade	GPE	GPs
CUCAD402	EXHIBITION	69	60	B	2.4	144
Decision	PASS					

OVERALL DECISION: PASS

GPA : 2.6 Grade : B+

PRIZES AWARDED

NONE

Printed on: Fri 18 Jan 2019 9:36:09

AUTHENTICATION

P. MYAKUDYA Consular Officer
in the Ministry of Foreign Affairs of the Republic
of Zimbabwe do hereby certify that this
document of Zimbabwean origin is authentic.

Given under my hand and seal of the
Ministry of Foreign Affairs at Harare

This 11 day of MARCH 2019


Consular Officer
Ministry of Foreign Affairs
Republic of Zimbabwe



No 035428

J. Mandibaya
Deputy Registrar (Academic)



CHINHOYI UNIVERSITY OF TECHNOLOGY

Academic Transcript



CHINHOYI UNIVERSITY OF TECHNOLOGY MARKING SCHEME: KEY TO GRADES (Application to all Degree and Diploma Programmes - Effective 1 January 2013)

Grade		GPA	Percentage Range	
A ⁺		4.0	91-100	First Class (1)
A		3.6	81-90	First Class (1)
A ⁻		3.2	75-80	First Class (1)
B ⁺		2.8	70-74	Upper Second Class (2.1)
B		2.4	65-69	Upper Second Class (2.1)
B ⁻		2.0	60-64	Lower Second Class (2.2)
C ⁺		1.7	56-59	Third (3)
C		1.4	53-55	Third (3)
C ⁻		1.0	50-52	Third (3)
F		0	0-49	Fail (F)

APPLICABLE TO MASTERS PROGRAMMES ONLY

Grade		GPA	Percentage Range	
A ⁺		4.0	85-100	Distinction
A		3.6	80-84	Distinction
A ⁻		3.2	75-79	Distinction
B ⁺		2.8	70-74	Merit
B		2.4	65-69	Merit
B ⁻		2.0	61-64	Merit
C ⁺		1.7	56-60	Pass
C		1.4	53-55	Pass
C ⁻		1.0	50-52	Pass
F		0	0-49	Fail

NOTES

The Chinhoyi University of Technology (CUT) was established through the Act of Parliament No 15 of 2001. Initially the Chinhoyi Degree Programmes operated under the University of Zimbabwe from 1991 to 2001.

AUTHENTICATION

P. Nyamukunda
Consular Officer
in the Ministry of Foreign Affairs of the Republic of Zimbabwe do hereby certify that this document of Zimbabwean origin is authentic.

Chinhoyi University of Technology
Academic Registry

Private Bag 7724, Chinhoyi, Zimbabwe
Tel: +263 (67) 22203-5, Fax +263 (67) 23726


Given under my hand and seal of the
Ministry of Foreign Affairs at Harare


This 11 day of March 2019

Consular Officer
Ministry of Foreign Affairs
Republic of Zimbabwe



REPUBLIC OF ZIMBABWE
NATIONAL REGISTRATION



ID NUMBER **63-2290530 P 05 CIT F**

SURNAME **MTOKO**

FIRST NAME **TELMA**

DATE OF BIRTH **11/05/1994**

VILLAGE OF ORIGIN **CHIVARE**


PLACE OF BIRTH **HARARE**

DATE OF ISSUE **20/04/2011**

Signature of Holder *[Signature]*



Fingerprint



63-2290530 P05

BIRTHS AND DEATHS REGISTRATION ACT, 1986 (No. 11 OF 1986)

Certified Copy of an Entry of Birth Registered in the District of
HARARE in Zimbabwe

CHILD	1. First names	TELMA		2. Surname	MTOKO
	3. Birth-place	KUWADZANA MATERNITY CLINIC, HARARE.			
	4. Date of birth (in words)	ELEVENTH (day of month)	MAY (month)	19	NINETY-FOUR (year)
	5. Sex	FEMALE			
FATHER OF CHILD	1. First names	TENDAYI		2. Surname	MTOKO
	3. Birth-place	ZIMBABWE			
MOTHER OF CHILD	1. First names	TENDAI		2. Maiden surname	KUPFIRA
	3. Birth-place	ZIMBABWE			
IN-FORMANT	1. Signature or mark	TENDAI MTOKO			
	2. Qualification	MOTHER			
	3. Address	5659 KUWADZANA 7, HARARE.			
1. Date of registration		8-6-94		3. Names added or altered after registration	
2. Entry number		HMS/18051/94			

I certify that the above is a true copy of an entry of the above particulars in the register of births kept at
HARARE MARKET SQUARE

Dated this **EIGHTH** day of **JUNE** 19**94**

[Signature]
Registrar-General/Registrar of Births and Deaths

THIS CERTIFICATE IS ISSUED WITHOUT AMENDMENT

DISTRICT REGISTRAR
HARARE
11 JUN 2011
P.O. BOX 914
HARARE