

Nomaswazi Zanele Kubeka

Location: Johannesburg, South Africa

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PROFESSIONAL SUMMARY

My name is Nomaswazi Kubeka, I am an enthusiastic and hard-working person at the early stage of my career with three years of experience in higher education and academic research environments. I have three years' work experience as a Department Tutor in the Philosophy department at the University of Johannesburg. I also have two years' work experience as a Research Assistant at the University of Johannesburg. Finally, I have 1 year experience in content writing, copywriting and editing. Through my postgraduate studies, tutoring, and research assistant roles I have developed and honed my research, writing, editing, and proofreading skills. I have also developed a strong ability to communicate with diverse groups and I have experience performing both administrative, assistant, research, and management-related duties. I am looking to use my skills, experience and knowledge to contribute to a dynamic research role.

PROFESSIONAL EXPERIENCE

Research Assistant, February 2023 - Current

University of Johannesburg, Johannesburg South Africa

Research Assistant to Professor Veli Mitova in the African Centre for Epistemology and the Philosophy of Science (ACEPS)

Duties: organise conferences and other administrative work, input research associates' publications, editorial and research work.

Content Researcher and Writer, July 2022 - April 2023

Top Agency LLC, Remote Work

Research and write scholarships and university related content for Scholaroo, which is a platform of Top Agency. As well as research verification for other online platforms of Top Agency, such as Wise Voter and National Today.

Duties: Research to gather up to date information for various websites of Top Agency. Gather and organize data and research for writing content. Search Engine Optimization research on competitors for Scholaroo. Copywriting and editing content for Scholaroo website.

Assistant Project Manager, November 2021 - March 2022

SB Morgen Intelligence, Part-Time Remote Work

Assistant project manager on a research project by Purpose and Oxford Intelligence Institute on Covid and Covid vaccination misinformation in South Africa.

Duties: Research and administrative duties for the SBM Intel Research Team to contribute to the research analysis, including exporting chats, monitoring, writing reports and other related duties as assigned by project manager, and research leader.

Research Assistant, January 2020 - December 2021

University of Johannesburg, Johannesburg South Africa

Research Assistant to Dr. Josien Reijer in the [Geography of Philosophy Project \(GoPP\)](#).

Duties: Transcribing recorded/audio interviews, translating lengthy documents and texts from Isizulu to English, aiding with administrative tasks related to the GoPP research, preparing reports.

First Year Tutor, January 2020 - December 2021

University of Johannesburg, Johannesburg South Africa

Tutored the following courses to first year students at the Department of Philosophy over the two years: Critical Thinking, Philosophy of Race and Racism, African Metaphysics, Philosophy of Medicine and Health and Political Philosophy

Duties: Facilitating discussions and debates for first year tutorials, consultations with students on coursework, training and assisting students with academic writing, philosophical writing and reading. Assisting students with essay writing and editing. Marking essay assignments, grading tests, and recording student grades. In this role I assist first year students with learning, writing, and studying at university level but also help them understand course content and subject matter.

Second Year Tutor, January 2019-December 2019

University of Johannesburg, Johannesburg, South Africa

Tutored the following courses to second year students at the Department of Philosophy: Value Theory, African Philosophy, History of Modern Philosophy and Metaphysics and Epistemology.

Duties: Facilitating discussions and debates, face-to-face consultations, online consultations, invigilating tests and exams, as well as marking tutorial assignments and term assignments. Helping students develop critical thinking and analytical skills.

EDUCATION

University of Johannesburg, Johannesburg, South Africa

Master's (Philosophy) by coursework, January 2020-

Minor Dissertation Topic: "African Indigenous Languages and Epistemic Oppression" supervised by Professor Veli Mitova and Mrs Dimpho-Takane Maponya of University of Johannesburg

Relevant Coursework for Master's by Coursework: African philosophy, Philosophy of Art, Continental Philosophy and Eastern Philosophy.

University of Johannesburg, Johannesburg, South Africa

Honour's degree in Philosophy, January 2019- November 2019

Research Topic: "Ubuntu: An Antirealist Meta-ethical Theory" supervised by Professor Benjamin Smart of University of Johannesburg

Relevant Coursework: Applied Ethics, Hermeneutics, Epistemology, Philosophy of Language and Research Essay Module.

University of Johannesburg, Johannesburg, South Africa

BA Politics, Philosophy, and Economics (PPE), January 2016 – December 2018

Relevant Coursework: Politics, Philosophy, Microeconomics and Macroeconomics, Development Studies, English for Academic Writing.

Norkem Park High School, Johannesburg, South Africa

National Senior Certificate, 2015

School Subjects: English Home Language, Afrikaans Eerste Addisionele Taal, Business Studies, History, Accounting and Life Orientation.

SKILLS

Languages

- English – Bilingual proficiency
- IsiZulu – Advanced proficiency
- Afrikaans- Limited working proficiency

Technical Skills

- Transcribing any recorded/audio file.
- Translating lengthy documents from English to Isizulu.
- Advanced Proficiency in Microsoft Office Packages (MS Word, MS PowerPoint, and MS Excel).

- Advanced Research reading, writing, and reporting
- Strong Presentation and Verbal Communication skills
- Transcribing minutes for a meeting.
- Code 08 Drivers License
- Administrative experiences in research
- Understanding of ethics in research practices involving human participants
- Qualitative research experience
- Search Engine Optimization (Ahrefs, Google Analytics)
- Content writing
- Content researching
- Content editing
- WordPress publishing

Soft Skills

- Excellent analytical skills
- Problem solving and critical thinking skills.
- Interpersonal skills: Individual and team oriented.
- Excellent Time Management and Organisational skills.
- Excellent written and oral communication skills.
- Self-motivated with strong ability to work under pressure
- Fast learner and adaptive.
- Creativity

REFERENCES

Miss Nicole van der Scholtz - Content Lead at Top Agency. I worked on Nicole's team as a Copywriter/ Content Research for the Scholaroo website in my recent role at Top Agency.

Email: nicole.vanderscholtz@gmail.com

Cell: +27 72 956 0709

Dr. Samuel Segun - AI Innovation & Technology Consultant. I worked as an Assistant Project Manager to Dr. Samuel Segun in my role with SB Morgen Intelligence.

Email: seguntsamuel@gmail.com

Cell: +27 72 821 1401

Dr. Josien Reijer - Postdoctoral Associate in the Sociology Department at the University of Johannesburg. I currently work as a research assistant to the GoPP project that Dr Josien Reijer leads. The South Africa Team Leader of the GoPP is Professor Veli Mitova at the University of Johannesburg.

Email: j.m.reijer@gmail.com

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Dr. Chad Harris – Senior Lecturer and Head of Department of the Philosophy Department at the University of Johannesburg. Dr Harris lectured the Introduction to Philosophy and Critical Thinking course to first year students in 2020 and 2021. I tutored and helped facilitate this course in my role as a tutor. Moreover, I was a postgraduate student in the MA Coursework in African Philosophy in which Dr Harris facilitated.

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