

## **CURRICULUM VITAE OF MSA FALENI**

Msa Faleni

Settlers Avenue  
Samgori  
T'bilisi  
Georgia

### **PERSONAL PROFILE**

I am a self-motivated and ambitious person who is always looking for a challenge and strongly believes in motivating others. My academic record proves that I am a hardworking and dedicated person who strives for excellence. My willingness to learn, I believe will further develop the technical skills I have gained during my undergraduate career. This will allow me to gain the experience that is necessary to be successful. I value integrity and accept responsibility with pleasure. My strong character allows me to be confident and I am someone that others can rely on. I believe in respecting others, especially their beliefs and cultural backgrounds. These skills have been even more nurtured in my tutorial career where I deal with students from all walks of life, and interesting backgrounds. My achievements have been reflected on others. As a tutor, the achievement of my students, from a single percentage gain, shows my patience and ability to inspire. I have incredible leadership skills which have been noticed, and improved, at school level, from being a Prefect, and team leader, to university level, where I was voted, by my peers (more than 400 students) as their class representative.

### **EDUCATION**

2009:  
Course: University of Fort Hare  
Bachelor of Laws

2002-2007:  
Course: George Randell High School  
Senior Certificate (NSC)  
(Exemption)  
East London

### **WORK EXPERIENCE**

July 2017 – present:  
Position: Network Without Borders  
(Registration number 212-087 NPO)  
Director and Field Worker (South Africa  
and Europe)  
Responsibilities: I own, and run the organisation with a  
partner. We provide technological  
advancements to teachers and schools  
around the African continent. My role

involves and is not limited to the administration aspect, legal and research. We liason with IT professionals across Switzerland and a few other countries, and get them to create simple IT courses for the communities.

November 2013 - Present:  
Responsibilities:

Faleni International Edu-Pro  
Source scholarships, funding and organise mentorship programs for grade 10 to university level students in and around East London. Organise work experience for high school and university students.

January 2007 - Present:  
Responsibilities:

Private Tutor  
I specialise in the THRASS curriculum for grade 1 to 6 students. I tutor Bachelor of Laws students, and grade ten to twelve students in English, Biology and History as my main subjects, but do tackle other subjects they have difficulties in.

September 2018 – present:

Position:

Ministry of Education, Culture and Sport of Georgia

Grade 2 to 12 assistant to the teacher at School 82, in Samgori and of 2019, Public School 123.

Responsibilities:

Lesson planning, creating appropriate and engaging lessons for students and teachers.

April 2018 to July 2019:  
Responsibilities:

Openfactory GmbH, Switzerland  
Freelance. Finances. Legal Drafts. Back office work.

January 2011 - December 2012:  
Responsibilities:

University of Fort Hare  
Criminal Law Tutor  
I worked with the lecture, Mr Ngaba, in assisting mainly second year, and postgraduate LLB students with the instilling of Criminal Law principles, the understanding of concepts, how to access case law, and use it effectively. I assisted the students with the proper way of research

and how to utilise the available sources to do proper research.

February 2012 - June 2012:  
Responsibility:

University of Fort Hare  
Law of Delict Tutor

It was an honour that was bestowed on a few students (two). I assisted the lecturer in instilling the principles of delict that he taught the class. It was six 45-minute slots a week and had fifteen students in each session. I got to work with my peers and assisted them with the course content and with the lecturer.

I had to learn to take instructions and prepare in advance for the students.

## **SKILLS**

### **Problem Solving:**

I have a problem-solving nature which was enhanced by my university courses. They required a great deal of thinking broadly and solving problems. My work experience has allowed me to develop these skills even further as I have been faced with challenges regularly, which requires creative solutions.

### **Communication:**

Capable of communicating efficiently as I have a strong command of English and Xhosa, both verbal and written skills. I do possess a command of Afrikaans too, both written and spoken. The areas that I have worked in, required, and still require, regular communication with clients and through this I have had to improve this skill.

### **Teamwork:**

Work well in teams developed over the course of my undergraduate degree and work. This enhanced my understanding of group dynamics and as a result improved my ability to work with others. In my last position, I was part of a team which was

very dependent on individual members of the team. This has allowed me to improve not only my communication skills with team members but also negotiating with team members to make sure a task is completed on time.

**Computer Literacy:**

Able to use Microsoft Office programs including: Word, PowerPoint and Access. These skills were developed during my high school years and through my work experience and university.