



# Simbwa Mulemwa

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## Professional Summary

Organized and dependable candidate successful at managing multiple priorities with a positive attitude, willingness to take on added responsibilities to meet team goals.

## Skills

- Article Writing
- Grammatical Skills
- Originality and Creativity
- Research and Interviews
- Promotional Materials Development
- Grammar Comprehension
- Proposal writing
- Speech Writing
- English Language Structure
- Data analysis
- Short Stories
- Story Development
- Social Media Content Writing
- Fiction Writing
- Work Copywriting
- Nonfiction Prose
- Essay Writing
- Individualized Lesson Plans
- Report writing
- Proofreading Abilities
- Biographies and Novels

## Work History

05.2022 - Current

### Author

Amazon - United States Of America

- create fiction stories, quotes and non fiction content
- Copy editing
- Proofreading
- Illustrating
- Publish books
- Marketing
- Developed copy while maintaining brand voice and adhering to legal requirements.
- Evaluated project requirements and content standards for each project to produce copy in line with creative structure.
- Organized material to research and complete writing tasks.
- Utilized exceptional writing, editing and proofreading skills to produce engaging and error-free content.

01.2022 - Current

### UN Online Volunteer

TechCeFaCos - Cameroon

- Built partnerships with related organizations to develop support and gain greater attention for important issues affecting refugees.
- Educated young people about strategies for driving discussions and promoting social changes.
- Became strong advocate for refugee protection.
- Gathered opinions and support from grass-roots supporters to solidify group position.
- Developed and implemented online based fundraising approaches.
- Carried out day-day duties accurately and efficiently.
- Demonstrated respect, friendliness and willingness to help wherever needed.
- Used critical thinking to break down problems, evaluate solutions and make decisions.

09.2017 - 11.2017

### Teaching Experience

St. Jovits Secondary School - Zambia

- Classroom management
- Creation of lesson plans as well as providing appropriate teaching and learning materials
- Coordination of all classroom activities
- Supervising co-curricular activities
- Counseling and disciplining students
- Providing remedial work, motivation and emotional support to pupils

## Education

Master Of Science Education, Education, Inling Global National Open University - 2024

2020

Bachelor's Of Arts With Education English With Geography, Education The University of Zambia - Zambia

## Certifications

Project Management - International Labor Organization (ILO) - 1 month  
 English Business Communication, Marketing University - 1 month