**NTOBEKO BOBOZAYO**

Langanci A/A

P.O. Box 477

Cala

5455

Mobile: 076 393 3143 / 078 769 9744

Email: [bobozayo@gmail.com](mailto:bobozayo@gmail.com)

**OBJECTIVES**

To gain a position as a copy editor, journalist, communications officer or at any field. To gain further experience as well.

**PERSONAL INFORMATION**

Surname Bobozayo

First names Ntobeko

Date of birth 10 September 1974

Identity number 7409106251081

Gender Male

Nationality South African

Driver’s license C1

Home language IsiXhosa (Speak, Read, Write)

Other languages English, Zulu, Sotho (Speak, Read, Write)

**PROFESSIONAL EXPERIENCE**

**15 June 2020 – 31 March 2021 (Covid-19 10 Months Contract)**

**Community Health Worker**

**Cala Hospital**

* Transporting patients from registration points to different clinical areas within the hospital.
* Offloading patients from ambulance and private cars to the stretchers.
* Transporting corpses from the wards to mortuary.
* Receiving corpses, record date and time received and released.
* Storing corpses in the cool room.
* Release and keeping record of corpses handed over to next of keen.
* Keeping proper identification and maintain accuracy of records in the field of work.
* Cleaning stretchers and wheel chairs after usage at all times.
* Performing any duties allocated by supervisor.

**01 December 2017 – 31 January 2020**

**Presenter**

**Vukani Community Radio**

* Hosting a talk show called ‘Imbadu’ that helps people to find solutions to their problems.
* Conducting a research about the topic and the problem that has to be solved.
* Finding the relevant person to solve the problem.
* Drawing a report about the progress of the show.
* Liaising with key stakeholders and working within deadlines.

**08 June 2015 – 30 December 2015**

**6 month contract**

**Project Manager (IsiXhosa Reading Schemes)**

**Oxford University Press**

* Managing IsiXhosa Reading Scheme project.
* Editing tittles from manuscript to publication.
* Taking responsibility for the appropriateness of the material, its alignment with curriculum requirements.
* Managing the process, liaising with key stakeholders and working within deadlines.
* Liaising with editorial team, marketing, production, freelancers, artist and designers.
* Drawing up reports on progress of the project.

**1 April 2013 – 30 November 2013**

**News Reader and Reporter**

**Zibonele Community Radio Station**

* Reading isiXhosa news live and reporting news.
* Co-hosting and hosting current affairs news programme.
* Gathering, writing and compiling news for use.

**1 October 2007 – 30 June 2010**

**Editor (IsiXhosa Foundation Phase)**

**Nutrend Publishers**

* Editing and proofreading manuscripts.
* Translating manuscripts from English language to IsiXhosa language.
* Handling the supervision of writing, formatting and layout tasks of isiXhosa books.
* Conceptualising the design and layout of the books.
* Changing writing style and improving circulation with new looks.
* Liaising with authors, printers and editors etc.
* Involved in putting together content and finalising some of the content for the books.

**1 June 2006 – 30 June 2007**

**PASA intern, Editorial Assistant**

**Oxford University Press**

* Reporting to publishing director, publisher and commissioning editor.
* Liaising with publishing department staff, freelancers and authors.
* Drafting and typing documents.
* Editing, proofreading and translating.

**EDUCATION**

**University of South Africa**

National Diploma in Journalism majored in English and Communication Studies

**A.M. Zantsi SSS**

Matric 1996

**PROFFESSIONAL DEVELOPMENTS**

Microsoft office Suite, Excel, outlook, Word.

Editing and proofreading certificate.

Basic training on practical radio news presentation,

Ethical news writing and reporting,

Radio programme packaging and production,

Microphone techniques,

Basic sound studio knowledge.

**REFERENCES**

**Mr V Luthuli**

Night shift nurse supervisor

Cala hospital

0838862121

**Ms Yandiswa Zazini**

News Editor

Vukani Community Radio

047 877 0095 / 060 893 9864

**Mss H Ndlovu**

Hloniphani.ndlovu@oup.com

Assistant Commissioning Editor

Oxford University Press

021 596 2300 / 072 151 8438

**Mrs N Stoto**

Assistant News Editor

Zibonele Community Radio Station

084 626 7916 / 073 091 1448

**Mrs P Dlamini**

Publishing Director

Nutrend Publishers

033 846 0300 / 084 503 1009