CURRICULUM VITAE OF DEBORAH LEVY

### PERSONAL INFORMATION

**Surname:** Levy

**First Name:** Deborah

**Residential Area:** Johannesburg, South Africa

**Telephone:** +27794916232

**Email:** levydeboraha@gmail.com

**Nationality:** South African

**Age:** 40

**Languages:** English (first language), basic Afrikaans, Zulu, German and Italian

**EDUCATIONAL QUALIFICATIONS**

|  |  |  |
| --- | --- | --- |
| **Degree / Qualification** | **Name of University/College** | **Year Graduated** |
| Instructional Design | University of the Witwatersrand | 2018 |
| Editing | Udemy | 2016 |
| Logotherapy (with distinction) | Viktor Frankl Institute of South Africa | 2016 |
| Honours in Applied Psychology (cum laude) Thesis: Traditional African Healing | South African College of Applied Psychology (SACAP) | 2016 |
| Equine Assisted Psychotherapy (with distinction) | Equine Assisted Psychotherapy Institute of South Africa | 2015 |
| Postgraduate Certificate in Leadership Coaching (with distinction) | Wits Business School (University of the Witwatersrand) | 2013 |
| Master of Business Administration (MBA)(cum laude) Thesis: Managerial Listening and Subordinate Satisfaction | Wits Business School (University of the Witwatersrand) | 2013 |
| Management Advancement Programme (with distinction) | Wits Business School (University of the Witwatersrand) (University of the Witwatersrand) | 2008 |
| New Managers Programme | Wits Business School | 2007 |
| Zulu language, German, Italian, Anthropology, Education | University of the Witwatersrand | 1998 |
| Industrial Relations Diploma (with distinction) | Damelin School of Management | 1996 |
| Senior Certificate | Damelin College | 1995 |

**COMPUTER LITERACY**

* Fluent in all Microsoft products

### CAREER SYNOPSIS

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| --- | --- | --- | --- |
| **Company Name** | **Position Held** | **Project Dates** | **Reason for Leaving** |
| IMM Graduate School | Supervisor and examiner of Masters-level research | June 2018 | Current |
| Pearson Education | Editor of online courses (academic copy editing and substantive editing) | March 2018 | Still on contract |
| Barnes and Noble Education | Course writer and editor (academic copy editing and substantive editing) | February 2018 | Still on contract |
| The Business Research Company | Editor of business intelligence reports (copy and substantive editing) | March 2017 | Still on contract |
| Wits Business School | Part-time external examiner of MBA student research | Dec 2016 | Still on contract |
| Wits Business School | Part-time research supervisor for MBA students | Dec 2016 | Still on contract |
| American Public University System | Editor of online courses (academic copy editing and substantive editing) | Aug 2016-Feb 2018 | Project completed |
| Upwork | Freelance writer and editor | Aug 2015 | Still on contract |
| Wits Business School | Part-time business communications lecturer | July 2015 | Still on contract |
| Business and private coach | Coach | Feb 2013-Nov 2015  | Left to pursue a career in education, writing and editing |
| Calico Capital | Management consultant and project manager | Sept 2012-Feb 2015 | Left the field to pursue my interest in the field of education, writing and editing |
| Cremona Industries | Consultant and project manager | 1 June 2010-Aug 2012 | Project completed |
| Wits Business School College of Coaches | Leadership coach | April 2010-Nov 2015 | Left to pursue a career in education, writing and editing |
| MTN Ghana and RSA | Consultant and trainer for call centre & sales staff | March-Nov 2010 | Project completed |
| Kirby | Call centre manager & sales trainer | Feb 2006-Oct 2008  | Left to study full-time |
| Universal Care UK | Care giver to the elderly | June 2003-Dec 2005 | Visa expired |
| Hertford Hotel | Restaurant manager | May 2002-April 2003 | Left for the UK |
| Teacher at Sunshine Centre for disabled children and ran own business giving Zulu lessons | Teacher | Jan 2000- May 2002 | Needed to make more money |
| The Consultancy | Intern and then junior industrial relations consultant | June 1996-Dec 1999 | Owner moved to the Cape along with his company |

## MEMBERSHIPS

## Golden Key International Honour Society

## Wits Business School’s College of Coaches

**VOLUNTEER AND COMMUNITY WORK**

* October 2015 – current: equine assisted psychotherapy with sex workers, orphans and private clients.
* February 2016 – December 2017: counsellor at Uitkoms Home for Girls.
* 2010 – current: coach MBA students at Wits Business School in areas including leadership, communication, stress management, relationship building, motivation and career counselling.
* August – October 2015: group and individual counselling and coaching at Sisonke/SWEAT for sex workers.

## Providing tutoring for underpriveledged school and university students at a community project in Alexandra since 2012.

* In 2008 and 2009 facilitated a leadership development programme in Lenasia for underprivileged children and mothers. This included counselling and leadership mentoring.