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|  | Juliet Perie |
| 9/7/2016 |  |
|  | 94 Johan Mueller Paradise Beach 6300 0826530504 [julietperie@yahoo.com](mailto:julietperie@yahoo.com)  http://www.upwork.com/o/profiles/users/\_~019dd236c9ecd3c3fb/ |
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|  | Objectives  To improve the skills I have and build my reputation as a freelance transcriber and translator.  Education  Pearson High  12 06 2000  experience  Waitress/Manageress | Guido’s  2000 - 2006  Opening of shop  Prepping restaurant for the day  Serving customers  Daily stock count  End of day cash-up  Closing of shop  experience  Waitress/Manageress | Chokkablock  2007 - 2014  Opening of shop  Prepping restaurant for the day  Serving customers  Daily stock count  Customer Relations  Staff Rosters  Season planning and reservations  POS set up and maintenance  Ordering of Stock  Paying suppliers  End of day cash-up  Closing of shop  experience  General Manager | The Sunshine Lounge  2014 - January 2016  Opening and closing procedures of shop  Daily stock count  Customer Relations  Dealing with multinational staff  PR and marketing  Hostess Duties  Dealing with international clientele  Changeover of day shift and evening shift  Stock control  Quality control  Kitchen management  Staff training  Setting up of staff rosters  Season planning and reservations  POS set up and maintenance  Ordering of Stock  Paying suppliers  End of day cash-up  experience  Freelance Transcriber | MarcoPolis  March 13, 2016-Present day  Fifty-five transcriptions with a total time of 17:04:29  For this company I also have to rewrite the transcripts to be ready for publication as many of the interviewees speak English as a second language. I edit and proofread all my own articles.  Reference: Dominika Bzduchova.  dominika@marcopolis.net  experience  Freelance Transcriber | Kara Strolling  June 04 - June 30 2016  Nine transcriptions with a total time of 08:38:14  Intelligent verbatim. Timestamps only used for inaudible sections.  "I have contracted Juliet for various transcription jobs and find her to be a diligent and hard worker who strives for excellence in every task she undertakes. She is pleasant, polite, and respectful, is able to follow instructions and absorb feedback, and delivers high quality work in a timely manner with regular status updates. Her attention to detail and accuracy place her at the top of my Go-To Transcriber list. Highly recommended." - Kara S.  Reference: Kara Strolling  Available on request.  experience  Freelance Transcriber | Tilman Bauer  June 04, 2016 - June 30, 2016  Six transcriptions with a total time of 09:09:20  Intelligent verbatim. Timestamps with each new speaker and inaudible sections.  Reference: Upwork. http://www.upwork.com/o/profiles/users/\_~019dd236c9ecd3c3fb/  experience  Freelance Transcriber | Eloise Keating  July 10, 2016 - Present day  Six transcriptions with a total time of 06:02:10  Strict verbatim. Timestamps only used for inaudible sections.  experience  Freelance Transcriber | Benz Enterprises  August 07, 2016 - Present day  Five transcriptions with a total time of 02:50:39  Intelligent verbatim. Timestamps used for inaudible sections. With this client I used timestamps every five minutes for certain transcripts.  Reference: Upwork http://www.upwork.com/o/profiles/users/\_~019dd236c9ecd3c3fb/  experience  Freelance eBay data capture | Gudao Shanghai  January 2016-Present day  Copying and pasting information and listings into excel worksheet. Correcting broken English. Enhancing product descriptions.  Reference: Upwork http://www.upwork.com/o/profiles/users/\_~019dd236c9ecd3c3fb/  experience  Freelance Translator | AJ Tipton  February 18, 2016-Present day  Translation of two books from English to Afrikaans. Editing, formatting and proofreading of books.  Currently I have completed two books which have been published to various online book stores as well as printed to paperback.  Reference: AJ Tipton  https://ajtiptonauthor.wordpress.com/  http://www.babelcube.com/user/juliet-perie  experience  Freelance Voiceover Artist | GSD - Upwork Talent Group  May 04 - June 02, 2016  Recording of phrases and creating answers to possible questions for a voice app they were creating.  Reference: Upwork http://www.upwork.com/o/profiles/users/\_~019dd236c9ecd3c3fb/  experience  Proofreader/Editor | Jeenlingua Translation  September 14 - September 15, 2016  Casino gaming app code that had been translated in Afrikaans but needed to be corrected and proofread.  Reference: Niketa Shah (PM and Team Lead)  info@jeenlinguatranslation.in |
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