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| Private and Confidential Curriculum Vitae ofRoxzanne Beyers  |

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| **PERSONAL DETAILS** |

NAME AND SURNAME Roxzanne Beyers

NATIONALITY South African (Caucasian)

DATE OF BIRTH 28 March 1984

WORKING LANGUAGES Fluent in English and Afrikaans. Able to translate between the two as well as proofread, trans-create and transcribe.

RESIDENTIAL ADDRESS Cape Town South Africa

COMPUTER LITERACY MS Office, MS Outlook, Internet Explorer,

 Social media, CAT tools

QUALIFICATIONS OBTAINED Diploma in Human Resource Management, Matric Exemption

CONTACT DETAILS Cellular/Whatsapp +27815680282

 E-Mail Roxzanne.Beyers@hotmail.com

SKYPE Roxzanne.Beyers@hotmail.com

PERSONAL REFERENCE Clinton Murison: +2763743907



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| **HIGH SCHOOL EDUCATION** |

**Grade 12 (Dec 2002)**

**Prefect: Primary school level**

**Clothes of Honour: Bellville High School, Cape Town**

 **(Matric Exemption Achieved)**

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| **COLLEGE EDUCATION** |

**Boland College Strand, Cape Town** (**January 2012-June 2013)**

Human Resources Diploma

\*Passed with distinctions

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| **WORK EXPERIENCE** |

(1 September 2016 - Currently)

**Sales Account Manager/Translator Language solutions and Transcription Planet**

 (1 March 2016 – Aug. 2016)

**Vendor Manager/Translator @ EA Language solutions and Transcription Planet**

(22 June 2014-22 December 2015)

**HR Intern/HR Associate**

**Recent and prior Translation work**

**WORK EXPERIENCE**

1. Assistance with FUJIFILM Tuberculosis Diagnosis Kit / Product naming & Trans-creation
2. Review of survey – science and religion
3. Translation of game content (Football Run) for world cup 2018 soccer game for PC
4. Translation of Legal documents April 2018
5. Translation of newspaper Marketing article about coffee farmers March 2018
6. Proofread website content for SunFlare (solar energy) company March 2018
7. Biodiversity Proofreading task 2177 words (English into Afrikaans) February 2018
8. Translation of academic reports from Afrikaans into English February 2018
9. Translation of Vodacom diagnostic software, emergency mode, retail widget and improved experience notifications translations from English into Afrikaans (1944 words) February 2018
10. Selati sugar questionnaire Proofreading task - Afrikaans (1000 words) August 2017
11. SKF Bearing Distributor engineering/technical survey Proofreading and link checking task, English into Afrikaans (1566 words) July 2017
12. Korean war veteran English into Afrikaans Translation task (1046 words) July 2017
13. Human Resources Employee’s survey Afrikaans Proofreading task (1000 words) June 2017
14. Legal documents/Academic reports translations – Jan – May 2017
15. LM Wind power mechanical/technical translation English into Afrikaans (620 words) May 2017
16. Clothing label translation Eng>Afr. May 2017
17. REMSAFE remote isolation technical translation Eng>Afr. April 2017
18. Academic reports translations, Afr.>Eng February 2017
19. Legal documents translations, Afrikaans<>English February 2017
20. Forestry, Engineering/ Environmental Science Translation Afrikaans<>English, February 2017
21. Legal documents Translations Eng.<>Afr. February 2017
22. Human Resources employee survey (600 words) Eng.>Afr. February 2017
23. Human Resources Proofreading Afrikaans target against the source – July 2016
24. AIG Insurance Translation from English source into Afrikaans target – August 2016
25. Sawatech company website translation & localization –Edited & Proofread (English)

[www.sawatech.co.za](http://www.sawatech.co.za) – June 2016

1. Many other informal translation, trans-creation and transcription tasks for previous employers, school projects, and writing and editing of English / Afrikaans documents as well as short stories amounting to many thousands of words/hours☺ - up until now

References:

[East African Language Solutions](http://ealanguagesolutions.com/) - Patrick Murriithi

Transcription Planet – Bernard Mweu

Other work experience and areas of expertise include:

* Hospitality Industry/Food and beverage
* Technical
* Engineering
* Promotions/Advertising
* Fitness and Health
* Human Resources
* General
* Marketing
* Fiction/Non-fiction
* Educational/ Academic
* Certificates
* Corporate/websites/surveys
* Environmental/Forestry
* Cellphone/Telecommunication
* Consumer goods
* War
* Sports
* Transportation
* Legal/ Governmental