

**RESUME OF ALWENA VIVIERS**

**Location – Pretoria / Johannesburg**

**+27 82 718 7612 SOUTH AFRICA**

[**alwenasc@gmail.com**](mailto:alwenasc@gmail.com) **/ alwenasc@yahoo.com**

**Objective**

**Opportunity to assist with proofreading, editing, translations, (Afrikaans/English), transcriptions, marking assignments on a contract basis**

**Career Profile**

 Experience in the following industries: Mining, Engineering, Construction, FMCG, Insurance, Banking, Education, Recruitment, Oil and Gas, Housing, Development, Tourism, Semi-Government Institutes.

 Worked in South Africa (cities and small towns), Africa (remote areas) and Asia.

 Exposure to corporate, smaller companies, Government and private companies.

Specialties include setting up systems, streamlining policies and procedures, identifying

gaps, dealing with multi-cultural individuals.

**Tertiary Qualifications**

BA Communications degree obtained at UNISA – May 2013 (Graduation March 2014)

**Key Skills**

 Writing – training manuals, reports, information articles, brochures, flyers

* Translations – English/Afrikaans and vice versa

 Research – market, company, products, competition

 Dictaphone typing / transcriptions – typing speed 110 wpm

* Proofreading and editing

 Excellent organizational skills

 Strong customer relations

 Computer proficiency

 Data entry

 Electronic filing systems

 Word Processing and typing

**Computer proficiency**

SAP, VIP Payroll, Syspro, WordStar, MultiMate, MS Word, WordPerfect, Professional Write, Lotus 1-2-3, Excel, PowerPoint, Advanced Link (DCS), Magic, Tas Account, Windows 3.1, Windows ’95/’98/2000/2010/Millennium/Vista, Internet, Outlook, ProjectWeb/SharePoint, Convero, GP2010.

**Profex Consultants – Pretoria, Johannesburg January 1994 to currently**

**Manager / Owner (after hours)**

**DUTIES**

***Editing/Translations***

 Editing pamphlets, application forms, brochures, packs for board meetings, presentations, books,

University documents e.g. thesis for students, etcetera

 Translating from Afrikaans to English and vice versa

 Editing work of typists working from home

 **Clients** include University of Pretoria, Financial Services Board (FSB) – now Financial Sector Conduct Authority (FSCA), CSIR, SAPS, ICASA – quite a lot for their hearings, SABS, ECSA, National Gambling Board (NGB), Road Accident Fund (RAF), Bestmed, various advocates and lawyers, other medical aid companies, insurance companies, e.g. Sanlam and Mutual & Federal, Guardian National, also smaller companies and franchises

***Event co-ordination and functions***

 Involved in marketing to companies

 Dealing mostly with Managing Directors and/or Financial Directors

 Arranging team building exercises

 Arranging hunting trips and everything that goes with it

***Advertising / marketing***

 Dealing with smaller café’s and franchises with regards to advertising

 Special promotions and sales

 Organizing pamphlets and flyers

 Checking correctness of products and prices

 Editing, spelling mistakes

 Working within budget provided

***Recruitment***

 Taking of job specifications and advertising

 Interviewing candidates, checking on references, head hunting

 Working within budget

 Planning of personnel and work functions / job descriptions at companies

***Secretarial services***

 Providing secretarial services to the smaller company

 Full functions with regards to traveling arrangements, booking of accommodation and car rentals

 Also working a lot with lawyers, CCMA and Labor Court

 Transcribing court cases, disciplinary hearings

 Transcribing cases where Advocates prepare witnesses for trial

***Training***

 Provided training on mostly soft skills and secretarial skills

 Compiling of training manuals

**FULL CURRICULUM VITAE AVAILABLE ON LINKEDIN**

**TERTIARY STUDIES –**

**B.A. COMMUNICATION AT UNISA**

ECS 1016 Economics 101

MNB101D Business Management 101 (distinction)

MNB102E Business Management 102

IOP101M Psychology 101

IOP102N Psychology 102

COM101X Communication 101

COM102Y Communication 102

CMY101B Criminology 101 (distinction)

CMY102C Criminology 102 (distinction)

CEM101A End user computing (distinction) (ICDL)

INM1013 Introduction to Economic and Business Management 101 (distinction) INM1024 Introduction to Economic and Business Management 102

MNH202C Human Resources (distinction) MNM202Y Marketing Management

COM2036 Communication 202

SOC201Y Sociology 201

RSC201H Research 201

TEX8216 Writing Skills (distinction)

COM2025 Organizational Communication

COM2048 Intercultural, development and health communication (distinction)

COM2059 Media studies – Mass communication (distinction)

CML1501 Communication law

COM3708 Advertising and public relations

COM305C International communication

MNM3048 Promotion and Distribution management (distinction) COM311A Media ethics

COM3018 Marketing communication

COM3704 New media technology

COM3702 Media studies – policy, management, representation (distinction) COM3703 Media studies – media content and media audiences (distinction) COM3706 Communication research 301

TEX3701 Persuasive tests - Writing Skills (distinction)

**Personal details**

European, South African Female, 55 years old

Have driver’s license (code 08) and own reliable vehicle

No criminal record

No disabilities, excellent health