**6 Poussion Street Tel: +27 21 913 1344**

**Loevenstein Mobile: +27 82 558 3585**

**Cape Town, RSA Email:** **arinaw@mweb.co.za**

**A R I N A W I L S O N**

 **TRANSLATIONS / TRANSCRIPTIONS / ADVERTISING**

**LAST POSITION HELD (18 YEARS)**

1991-2009 Adcorp Holdings Ltd Cape Town

• Key client management – in charge of the Provincial Government Western Cape account: advertising, response management, competency assessments, verifications; Project management – managed and controlled City of Cape Town’s competency assessment project

 • Copywriting, translating, editing, proofreading

 • Budgeting, invoicing, forecasting, information management, report writing

• Management of team comprising of account executives, copywriters, DTP operators, media buyers and admin assistants

**OTHER POSITIONS HELD**

1985-1991 PdeV Advertising Cape Town Account Director

1979-1985 Altolevel Cape Town Account Executive

1975-1979 The Argus Cape Town Advertising Consultant

**PROFESSIONAL MEMBERSHIP**

Registered and accredited member of the South African Translators’ Institute

**REFERENCES**

Ms Ilse Willemse Chief Admin Cape Winelands DM 021 888 5175

Ms Alison Thomson Sr. Admin. Overberg DM 028 425 1157

Ms Elise Engelbrecht Manager: City of Cape Town 021 400 3642

 Language Services

**SCOPE OF SERVICES**

**1. Translating, editing and proofreading work in English and Afrikaans, and Xhosa translations sub-contracted**

I have more than 30 years’ experience in the field of copywriting, translating, editing and proofreading. I am 100% bilingual and my language skills in English and Afrikaans are equally strong. I am accredited and registered with the South African Translators’ Institute (SATI). I sub-contract Xhosa translations to SATI-accredited translators who I have worked with for a number of years.

**2. Clients that I have translated, edited, proofread and transcribed for during my three years as a freelance translator to date:**

• **Western Cape Education Department** – translation of Annual Performance Plans and Annual Reports, quarterly newsletter, examination/assessment papers, study guides, CAPS training manual, Physical Education manual and lesson plans assessment modules, baseline assessment instrument and memorandum for mathematical literacy, 2013 CAPS training manuals, history assessments, teacher resource file for accounting and GET monitoring tool.

• **Rubric and Web-Lingo (for publishers such as Heinemann, Shuter and Shuter, via Afrika, Oxford University Press** – translation of various handbooks, including Life Sciences, EMS, Economics, Life Orientation, linguistic review of Mathematical Literacy handbook, Natural Sciences & Technology

• **City of Cape Town** – Editing and translating (preferred supplier for translations as from April 2013 for two-year period)

 • **Dept of Economic Development & Tourism** - translation of APPs and Annual Reports and overseeing Xhosa translation, translation of Liquor Board regulations and forms

 • **Overstrand Municipality** – editing and translations

 • **Department of Rural Development and Land Reform** (Pretoria) – editing of Spatial Development Framework Guidelines

• **Department of Cultural Affairs and Sport** – appointed to panel of freelance translators (2012 – 2016). Translation of annual reports and annual performance plans of various provincial government departments.

 • **Overberg District Municipality** – translation of contracts, advertisements, minutes • **Hessequa Municipality** – advertising and translation services

 • **Cape Winelands District Municipality** – translation/editing/proofreading minutes, reports, internal and external communication – awarded two-year tender 2012 - 2014

 • **Beaufort West Municipality** – editing of Integrated Development Plan

 • **Rapport / City Press** – editing and translating press releases, advertisements and marketing material, primarily in the retail field

 • **CEO Communications** – copy editing and proofreading Transnet newsletters and a magazine “Most Influential Women”

 • Proofreading and copy editing websites, school yearbook, corporate advertising, PhD theses, proposals and company profiles, strategy plans and annual reports.

• **Witzenberg Municipality** - translation of HR policies, internal and external newsletters

• **City of Cape Town** - transcription of disciplinary hearings.

• **Drakenstein Municipality** – translation of internal and external newsletters

**3. Work provided in electronic format**

I have 24-hour ADSL Internet access and work on both a Samsung notebook and an i-Mac with Windows 10 and Microsoft Office 2013/ Mac Office 2011.

**4. Service rendered on short notice**

As a freelance worker, operating from home, I am available at short notice, 24 hours per day, 7 days a week. With a background in the advertising industry, where strict deadlines are the order of the day, I am comfortable to work within short timeframes (thrive on the pressure) and am fully aware of the importance of timeous service delivery.