**PROFILE**

I am a self-driven young woman who is ambitious and thorough in the work place, loves applying her mind and embraces challenges. My main objective is to acquire knowledge and skills in the workplace, and excel in the career path I have chosen. Every task that is handed to me I make sure I do it to the best of my ability. I am a fast learner and my ability to adapt quickly to the environment will allow me to execute my job in a manner that is pleasing to my superiors, and I believe that there is so much to be learnt from other people, once you fully invest yourself to learn from them.

**Career Objectives**

* To establish myself in a dynamic environment where I can reinforce my existing strengths, identify new ones and transcend self-limiting behaviour.
* To add value and contribute significantly towards an organization’s success.
* To find synergy with a motivating, organized and secure company that is interested in growing people, developing leaders and is committed to making a measurable difference in people’s lives.

**PERSONAL DETAILS**

Full Names & Surname: Muhlalighomo Cassandra Goodwins

Equity Status: Black,female, 23 years old

ID Number: 9505240622083

Nationality: South African

Marital Status: Single

Language Proficiency: English, Zulu, Siswati

**EDUCATION**

**TERTIARY**

Institution: University of Venda (2019)

Qualification Obtained: Bachelor of Arts in Language Practice Honours Degree

Majoring Subjects: Isiswati; linguistics; lexicorgraphy; Translation, interpreting & editing; introduction to the theory of law; Generic news in production

**SECONDARY**

Institution: Ncakini Secondary school (2013)

Highest Grade Passed: Grade 12

Subjects: Isiswati; Accounting; Economics; Business studies; Maths literacy ; English ; Life orientation

**EMPLOYMENT HISTORY**

Institution: **Mpumalanga Provincial Legislature**

(01 AUGUST 2018-30 November 2018) experiential learning.

Responsibilities: Transcribing, Translating and Interpreting

Institution Interprit Language Solutions (Pty) (August 2019 – Present)

Position Translator

Responsibilities Translating from English to Siswati

Institution Lingua World Services (August 2019 – Present)

Position Translator

Responsibilities Translating from English to Siswati

Institution Babelos Translation (May 2019 – Present)

Position Translator

Responsibilities Translating from English to Siswati

Institution Tomedes – Smart Human Translation (August 2019 – Present)

Position Translator

Responsibilities Translating from English to Zulu

**ABILITIES**

* To learn and adapt to systems quickly
* To motivate and influence others
* To perform under pressure Good communication skills, ability to listen to instruction, organization skills,
* ability to work in a team, good computer skills, ability to work under
* pressure, good hand eye coordination, attention to detail

**PROFESSIONAL SKILLS**

* Computer skills -Ms Office package & others.
* Communication skills – Excellent presentation skills, communicating with drivers; customers and client.
* Time Management – Having a system and daily task sheet to get what needs to be done daily, putting meeting requests and deadline tasks on outlook calendar days before to make sure I don’t miss any deadlines or meetings.

**PROFESSIONAL ATTRIBUTES**

* Excellent team player – team work was preferred at tiger brands and it was good with it because it serves time.
* Approachable – Being able to work with different people from different backgrounds, religion and cultures.
* Resourceful – creating systems and sheets that will work for the team.
* Strong focus on organizational goals – Understanding individual client insurance and working according to the terms and conditions that applies to organisation.
* Punctual – Getting to the office 30 minutes before helps to be well prepared for meetings.
* To learn and adapt to systems quickly – working at crossings super spar helped me get the knowledge and abilities to work with people or customers.

**REFERENCES**

Name: Tryphina Magagula

Position: Manager

Contact Number: 0721569580

Name: Nomzamo Gondwe

Position: Team leader

Contact Number: 0796249158

Name: Wonder

Position: Manager

Contact Number: 076687955

Name: S Skhosana

Position: Assistant Mananger

Contact Number: 0760122302