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| **CV OF**  |

**CONFIDENCE LESEGO MAJE** |

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| **PERSONAL DETAILS** |

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| **Surname** | **Maje** |
| **First Names** | **Confidence** |  |  |
| **Race** | **Black** |  |  |
| **Postal Address** | **15366 Albatros Street, Protea Glen, Ext. 16, Soweto** |
| **Residential Area** | **15366 Albatros Street, Protea Glen, Ext. 16, Soweto** |
| **Identity Number** | **691231 5399 08 9** |
| **Contact Number** | **(+27)72 132 4911** |
| **Email Address** | conf.maje@yahoo.com |

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| **SCHOOLING** |  |
| **Highest Standard Passed** | Matric | **Institution** | Kgomotso High School |
| **Year Passed** | 1987 | **Subjects** | * English
* Setswana
* Afrikaans
* Biology
* Geography
* Agriculture
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| **ADDITIONAL TRAINING** | **Institution:** W. B. & T. Society (Translation and Printing Company)(From 1988-2006)**Courses:** TranslationCourse in Improved English ComprehensionCourse on Meaning Based TranslationLanguage Workshops, Editing and other**Institution:** Lancet Laboratories (From 2006)**Courses:** Meditech TrainingTraining on Customer Service & Quality AssuranceTraining on Health and Safety**Institution:** Westcol College of Education**Courses:** Marketing ManagementManagement CommunicationEntrepreneurshipSales ManagementLabour Relations |

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| **ACHIEVEMENTS** | * Promoted as Team Supervisor for excellent performance shown
* Managing teams of different sizes
* Develop ability as a public and motivational speaker
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| **PROFESSIONAL ASSOCIATION** | South African Translators Institute - freelance translation |

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| **COMPUTER SKILLS** | Microsoft Word, Microsoft Excel, Microsoft PowerPoint, WTS (Translation Program) Meditech, Data Capturing, and Touch Typing (55 wpm) |

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| **CAREER DETAILS** |

(From most recent)

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| **PRESENT COMPANY** | **Tuming Lee Studios** |
| **EMPLOYMENT DATES**  | November 2010-Present |
| **PRESENT POSITION**  | Freelance Transcriptionist and Translator |
| **RESPONSIBILITIES & DUTIES** | * Translation between English, Setswana and Zulu
* Data capturing
* Proofreading to check grammar, language flow, accuracy of statements, etc.
* Writing and editing documents
* Transcribing
* Voiceover
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| **PRESENT COMPANY** | **Lancet Laboratories** |
| **EMPLOYMENT DATES**  | November 2006-October 2010 |
| **PRESENT POSITION**  | Registration Clerk; Receptionist |
| **RESPONSIBILITIES & DUTIES** | * Receiving, sorting, and shipping blood samples
* Data capturing, accurately and timeously
* Phoning out results
* Resolving queries
* Perform random quality control checks
* Basic housekeeping
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| **PREVIOUS COMPANY** | **W. B. & T Society (Publishing)** |
| **EMPLOYMENT DATES**  | January 1988 – November 2006 |
| **POSITION HELD** | Translation Administrator |
| **REASON FOR LEAVING** | Changed family circumstances |
| **RESPONSIBILITIES & DUTIES** | * Translation editing from English to Setswana and from Setswana to English
* Grammatical check and proofreading language flow
* Translate books, magazines, brochures, tracts and more
* Supervise a team and facilitate work processes
* Final check of work before forward for print
* Action quality control to ensure reliable performance
* Engage in recruitment of new members to join the team
* Set up and manage induction program for new members
* Organize and conduct weekly meetings and delegate action points
* Administer in-house filing system and maintain
* Direct language interpretation at seminars and conventions
* Instructor on Meaning Based Translation Course
* Conduct weekly courses on public speaking
* Regularly delivering motivational speeches to both small and large audiences
* Supervise handling of accounts and periodic auditing
* Manage human resource needs for department
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**REFERENCES**

**Please only give us references we can contact**

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| **PREVIOUS EMPLOYER** | Lancet Laboratories |
| **PERIOD OF EMPLOYMENT** | From 2006 till 2010 |
| **POSITION HELD AT COMPANY** | Admin Clerk |
| **TELEPHONE NUMBER** | 011 671 8700 |
| **NAME OF SUPERIOR** | Tinel Pretorious |
| **DESIGNATION** | Lab Manager |

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| **CURRENT EMPLOYER** | Tuming Lee Studios |
| **PERIOD OF EMPLOYMENT** | Currently working as a Freelancer |
| **POSITION HELD AT COMPANY** | Freelancer |
| **TELEPHONE NUMBER** | 084 575 5120 |
| **NAME OF SUPERIOR** | Tuming Lee Magongoa |
| **DESIGNATION** | Project Manager |

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| **CURRENT EMPLOYER** | ST Communications |
| **PERIOD OF EMPLOYMENT** | Currently working as a Freelancer |
| **POSITION HELD AT COMPANY** | Freelancer |
| **TELEPHONE NUMBER** | +27(0)21 789 1300 |
| **NAME OF SUPERIOR** | Jacky Smith |
| **DESIGNATION** | Project Manager |