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|  | Juliet Perie |
| 9/7/2016 |  |
|  | 94 Johan Mueller Paradise Beach 63000826530504julietperie@yahoo.comhttp://www.upwork.com/o/profiles/users/\_~019dd236c9ecd3c3fb/ |
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|  | ObjectivesTo improve the skills I have and build my reputation as a freelance transcriber and translator.EducationPearson High12 06 2000experienceWaitress/Manageress | Guido’s2000 - 2006Opening of shopPrepping restaurant for the dayServing customersDaily stock countEnd of day cash-upClosing of shopexperienceWaitress/Manageress | Chokkablock2007 - 2014Opening of shopPrepping restaurant for the dayServing customersDaily stock countCustomer RelationsStaff RostersSeason planning and reservationsPOS set up and maintenanceOrdering of StockPaying suppliersEnd of day cash-upClosing of shopexperienceGeneral Manager | The Sunshine Lounge2014 - January 2016Opening and closing procedures of shopDaily stock countCustomer RelationsDealing with multinational staffPR and marketingHostess DutiesDealing with international clienteleChangeover of day shift and evening shiftStock controlQuality controlKitchen managementStaff trainingSetting up of staff rostersSeason planning and reservationsPOS set up and maintenanceOrdering of StockPaying suppliersEnd of day cash-upexperienceFreelance Transcriber | MarcoPolisMarch 13, 2016-Present dayFifty-five transcriptions with a total time of 17:04:29For this company I also have to rewrite the transcripts to be ready for publication as many of the interviewees speak English as a second language. I edit and proofread all my own articles.Reference: Dominika Bzduchova. dominika@marcopolis.netexperienceFreelance Transcriber | Kara StrollingJune 04 - June 30 2016Nine transcriptions with a total time of 08:38:14Intelligent verbatim. Timestamps only used for inaudible sections."I have contracted Juliet for various transcription jobs and find her to be a diligent and hard worker who strives for excellence in every task she undertakes. She is pleasant, polite, and respectful, is able to follow instructions and absorb feedback, and delivers high quality work in a timely manner with regular status updates. Her attention to detail and accuracy place her at the top of my Go-To Transcriber list. Highly recommended." - Kara S.Reference: Kara StrollingAvailable on request. experienceFreelance Transcriber | Tilman BauerJune 04, 2016 - June 30, 2016Six transcriptions with a total time of 09:09:20Intelligent verbatim. Timestamps with each new speaker and inaudible sections.Reference: Upwork. http://www.upwork.com/o/profiles/users/\_~019dd236c9ecd3c3fb/experienceFreelance Transcriber | Eloise KeatingJuly 10, 2016 - Present daySix transcriptions with a total time of 06:02:10Strict verbatim. Timestamps only used for inaudible sections.experienceFreelance Transcriber | Benz EnterprisesAugust 07, 2016 - Present dayFive transcriptions with a total time of 02:50:39Intelligent verbatim. Timestamps used for inaudible sections. With this client I used timestamps every five minutes for certain transcripts. Reference: Upwork http://www.upwork.com/o/profiles/users/\_~019dd236c9ecd3c3fb/experienceFreelance eBay data capture | Gudao ShanghaiJanuary 2016-Present dayCopying and pasting information and listings into excel worksheet. Correcting broken English. Enhancing product descriptions.Reference: Upwork http://www.upwork.com/o/profiles/users/\_~019dd236c9ecd3c3fb/experienceFreelance Translator | AJ TiptonFebruary 18, 2016-Present dayTranslation of two books from English to Afrikaans. Editing, formatting and proofreading of books.Currently I have completed two books which have been published to various online book stores as well as printed to paperback.Reference: AJ Tiptonhttps://ajtiptonauthor.wordpress.com/http://www.babelcube.com/user/juliet-perieexperienceFreelance Voiceover Artist | GSD - Upwork Talent GroupMay 04 - June 02, 2016Recording of phrases and creating answers to possible questions for a voice app they were creating.Reference: Upwork http://www.upwork.com/o/profiles/users/\_~019dd236c9ecd3c3fb/experienceProofreader/Editor | Jeenlingua TranslationSeptember 14 - September 15, 2016Casino gaming app code that had been translated in Afrikaans but needed to be corrected and proofread.Reference: Niketa Shah (PM and Team Lead)info@jeenlinguatranslation.in |
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