CV of WK SMIT

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Qualifications

MA (University of South Africa)

Member of South African Translators’ Institute

Software: Microsoft Office, Wordfast, Trados

Current employment: Freelance

Resumé of experience as a language practitioner

My experience in translation and editing was gained in parastatal, government and municipal language bureaux, where I was trained under the mentorship of vastly experienced translation icons of the time. Later I myself became the head of two prominent language bureaux, viz. those of the Post Office and the SA Transport Services, where I, in turn, prepared young people for their future careers as translators. In training them, my focus was on producing translators that were not mere soundboards but independent thinkers.

I am at home in both English-Afrikaans and Afrikaans-English translation and editing.

I work in non-literary, i.e. non-fictional, texts. The business of the establishments I have worked for cover a vast range of fields and disciplines, of which the following is an incomplete summary:

Technical

Editing and translation in, inter alia, the following fields:

1 Technical

Telecommunications, electrical engineering, mechanical engineering, civil

engineering, electronics, building, computer science, motor mechanics and various

trades

Terminology

Editor of dictionaries: Library terms, Explosive Terms, Paper Terms, Music Terms, Physics, Chemistry, Post Office Dictionary, rail-transport terminology

Standards

Translation and editing of standards and formatting in accordance with ISO requirements,

including the structural use of wood and steel, food processing, civil engineering,

electronics and electrotechnical engineering, wiring of premises,

ISO 9000 and 14000 series of standards

Corporate

The compilation, editing, translation and formatting of:

a) Agendas, minutes, tenders, contracts

b) Annual reports, press releases, reports of commissions of enquiry, legal documents

c) Training material, e.g. marketing, training of trainers, staff courses, career planning, financial control

d) Publicity brochures, e.g. for SA Transport Services Tourist Bureau

Academic

a) Editing and translation of study guides for universities on various subjects, such as, inter alia, public administration, philosophy, the didactics of teaching music, art, computer science, electrical engineering, etc.

b) Co-author of bilingual preposition dictionary

c) **External examiner for post-graduate course in translation at University of Johannesburg (the then Rand Afrikaans University)**

Miscellaneous

Tailoring, hairdressing, menus, personal hygiene, dress code, heraldry, philately, legal

documents such as wills, deeds of trust, transfer deeds

During 2012 I translated social sciences school text books for a well-known publishing

house.

400-page handbook on the valuation of agricultural land - 2013