



Lusanda Makupula

Transcription

IsiXhosa

Afrikaans

English

SKILLS

Audience Engagement
Creative & Imaginative
Business Savvy
Communication Skills
Content Research
Customer Focused
Quick Learner
Copy-writing
Microsoft Office
Database Management
Office Administration
General Business Skills
Customer Service

EDUCATION

LIFEGUARD AWARD
LIFESAVING SOUTH AFRICA
2010 - 2014

NICO MALAN HIGH
HIGH SCHOOL
2007 - 2011

CONTACT

079 314 9114
makupula.lu@gmail.com

PROFILE

I am a dedicated and enthusiastic individual aiming to obtain a vacant freelance position in your institution. I have +5 years experience in the local government and private sector. I have been trained on customer service skills, leadership and management practices, and brand standards. I hope to assist in executing marketing strategies and campaigns for the organisation including online and print publicity, email campaigns, assorted programmes of events, translating or transcribing, media communications, presentations, and targeted campaigns aimed at a specific segment of the public. I am confident and prepared to maximize the number of customers, visitors or students to the institution.

WORK EXPERIENCE

Committee Clerk | 2017 - present

- Oversees all administrative details of committee meetings and hearings including scheduling, notification, preparation of materials, coordination of witnesses, taping, minutes, and follow-up, as well as supervise day-to-day operations of council.
- Serve as executive assistant to the chairpersons of council committees.
- Acts as information officer for the committee, responding to questions from the public, press, agencies or interested groups and disseminating notices, reports and other information;



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WORK EXPERIENCE

Committee Clerk | 2017 - present

- Screens and handles committee correspondence, often composing responses or initiating correspondence with little or no direction from the co-chairs;
- May collect, assemble, analyze and summarize information for the committee on an issue or piece of legislation;
- Maintains all committee records.
- Prepare agendas for committee meetings and public hearings.
- Schedule committee meetings and public hearings
- Do live translating during meetings.
- Transcribing audio recordings to compile minutes for submission.
- File bulletin notices with archive and IT clerks
- Monitor and adhere to deadlines
- Act as liaison, information source, media contact
- Research and answer inquiries

Business Administrator | 2015 - 2016

- Providing office support including customer and employee support.
- Keeping well-organised files and records of business activity.
- Researching company data and archived reports.
- Keeping computer databases up to date.
- Interacting with clients either on the phone or in person.



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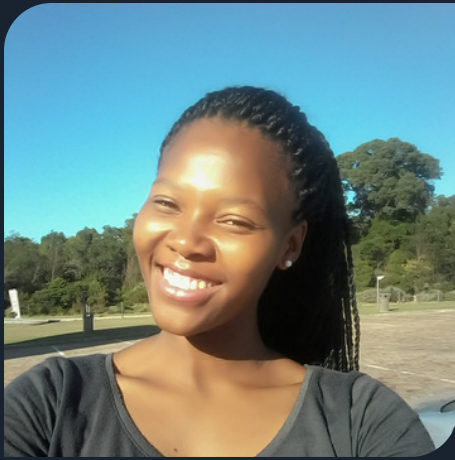
WORK EXPERIENCE

Business Administrator | 2015 - 2016

- Answering phones and connecting calls to the proper department.
- Following up on business communications, billing, and ordering.
- Communicating with materials suppliers and vendors.
- Making travel arrangements for employees.
- Learning about the company's mission and available products/services.
- Educating clients about what products/services are available and how to purchase them.
- Assisting with technical support.
- Acting as a personal assistant to the executive team.
- Do live translating during meetings.
- Transcribing audio recordings to compile minutes for submission.
- Scheduling appointments and events.
- Participating in office meetings and taking meeting minutes.
- Being ready for any other administrative tasks that are required.

Lifeguard | 2011 - 2015

- Responsible for all the swimmers on the beach, first aid, proficient in mouth-to mouth, CPR and surf rescue on crafts.
- Excellent swimmer.
- Teach beach patrons safety practices and awareness.



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ACHIEVEMENTS

- High School Rotary Club Secretary
- Inikol School Paper Advertising Representative
- Jeffreys Bay Lifesaving Club Assistant Secretary



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Dear Sir/Madam,

With the enclosed curriculum vitae, I would like to express my interest in the Freelance Transcription position you have available. As a results-oriented professional with five years of work experience whilst successfully arranging meetings and compiling minutes from audio recordings and translating live at meetings. I aim to propel your brand exposure and growth, I possess a wide range of knowledge and skills that will allow me to contribute toward the success of your company.

My background includes supporting businesses in successfully conceptualizing and implementing innovative marketing plans to drive market impact and expansion for product launch and development efforts. Through my exceptional writing abilities, I am able to lend key assistance in content development and management tasks. Furthermore, my ability to adjust and learn quickly motivates me to make a significant and positive impact on your organization.

Thank you for your consideration, and I look forward to speaking with you soon.

Sincerely,

Lusanda Makupula