



Moria Kambrude

Windhoek, Khomas, Namibia

 moria.kambrude@gmail.com

 +264 81 324 7047

 [linkedin.com/in/moria-kambrude-910737208](https://www.linkedin.com/in/moria-kambrude-910737208)

Summary

I was a full-time legal secretary for more than 23 years, and run my own home-based transcription, translation, proofreading and editing business for the past 13 years. I provide these services to a broad base of customers, and pride myself that I have to date not had a single unhappy client.

My expertise:

- July 2022: Confirmed as Fastest Typist in Namibia with 104 wpm in preliminaries and 94 wpm in finals
- 2016 to date: Typed manuscripts of legal publications by Sisa Namandje, Senior Lawyer, Namibia:
 - o The Lawyer's Place in Society and Professional Secrecy through Case Law, published in 2022
 - o The Law on Privacy and the Rationality Standard in Namibia, published in 2021
 - o The Law on Liberty, Arrest and Detention in Namibia, published in 2019
 - o The Law on Hearsay Evidence in Namibia: Simplified for All, published in 2016
- 2008 to date: Transcribe labour appeals for Office of the Labour Commissioner, Namibia
- June 2006: Admitted as Sworn Translator of the High Court of Namibia for English and Afrikaans
- 1997: Type manuscript of legal publication by Dr S. Akweenda, Advocate, Namibia
 - o International Law and the Protection of Namibia's Territorial Integrity: Boundaries and Territorial Claims
- 1989-1990: Part of typing team that typed Namibian Constitution after it gained its Independence from South Africa

Experience

Personal Assistant to Senior Director

LorentzAngula Inc.

Feb 2006 - Aug 2009 (3 years 7 months)

Providing secretarial and administrative support to Senior Director, and ad hoc support to other directors

Personal Assistant

Government of Namibia

Aug 1990 - Sep 1998 (8 years 2 months)

Providing all secretarial and administrative support to Attorney-General (first and subsequent) and legal advisors

Transcriptionist

Jan 2008 - Present (15 years 1 month)

2016-2022: Typed manuscripts of legal publications by Sisa Namandje, Senior Lawyer, Namibia:

The Lawyer's Place in Society and Professional Secrecy through Case Law

The Law on Privacy and the Rationality Standard in Namibia

The Law on Liberty, Arrest and Detention in Namibia

The Law on Hearsay Evidence in Namibia: Simplified for All 2008 to date (ad hoc)

2016 to date (ad hoc)

Transcribe research interviews for Masters and Ph.D candidates

Proofread and edit various manuscripts
Transcribe and translate documents for various legal practitioners
Record and transcribe private arbitrations and disciplinary inquiries
2016-2020
Transcribed academic research interviews for University of Namibia History of Namibia Project
2008 to date (ad hoc)
Transcribe labour appeals for Office of the Labour Commissioner, Namibia
2008-2009
Transcribed proceedings for British Publishers Ltd during their Southern Africa seminars
1996-1997: Typed manuscript of legal publication by Dr S. Akweenda, Advocate, Namibia: International Law and the Protection of Namibia's Territorial Integrity: Boundaries and Territorial Claims
1989-1990: Part of typing team that typed Namibian Constitution after it gained its Independence from South Africa



Legal Secretary

Lorentz & Bone Attorneys

Jan 1986 - Jan 1990 (4 years 1 month)

Providing secretarial and administrative support to Senior Partner and Associate Attorneys



Sworn Translator

Jan 2006 - Present (17 years 1 month)

for English and Afrikaans, admitted in High Court of Namibia in June 2006

Education



STADIO Higher Education

Higher Certificate: Paralegal Studies

2016 - 2016



University of Namibia

Diploma: Alternative Dispute Resolution, Labour and Employment Law

2019 - 2020

Licenses & Certifications



Sworn Translator for English-Afrikaans - High Court of Namibia

Skills

English • Afrikaans • Legal Translation • Transcription • Administrative Assistance • Proofreading • Editing • Audio Transcription • Microsoft Word • Manuscript Editing

Honors & Awards



Fastest Typist in Namibia - The Brainery Academy, The Document Warehouse

Jul 2022

I was confirmed as the Fastest Typist in Namibia in July 2022, with a typing speed of 104 wpm in the preliminaries, and 94 wpm and 89% accuracy in the finals.