



NKOSIYAKHE NKWAHLA

LANGUAGE PRACTITIONER & FACILITATOR | PROOFREADER & EDITOR | ADMINISTRATOR

PERSONAL PROFILE

I am a Language Practitioner with holistic knowledge, understanding and experience in language practice, including translation (specialising in IsiXhosa), transcribing, editing and proofreading. I also have experience in data management, project coordination and administration.

EDUCATIONAL HISTORY

University of the Western Cape (UWC)

BA Honours in Applied Linguistics | Jan 2020 (Current)

Subjects:

- Business and Organisational Communication,
- Inter- and Cross-cultural Communication,
- Multilingualism (Cognitive and Societal Aspects),
- Formal Language Studies,
- Critical Media Studies,
- Discourse Analysis.

Durban University of Technology

Bachelor of Technology Degree in Language Practice | 2010

Subjects:

- Language Dynamics IV,
- Computer Usage III,
- Marketing and Advertising Language I,
- Language and Translation Practice IV,
- Research Methods and Techniques I.

Durban University of Technology

National Diploma in Language Practice | 2006 - 2008

Subjects:

- Applied First Language ,
- Applied Second Language ,
- General Language Dynamics,
- Language & Translation Practice ,
- Public Speaking,
- Business Administration ,
- Computer Usage.

Oscar Mpetha High School

National Senior Certificate (Matric) | 2004

Subjects:

- English, IsiXhosa, Afrikaans, Accounting, Mathematics and Economics.

CONTACT DETAILS

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SKILLS SUMMARY

●●●● Language Practitioner

●●●● Proofreading

●●●● Editing

●●●● Translator (IsiXhosa | English)

●●●● Transcribing

●●●● Administrator

WORK EXPERIENCE

Freelance Language Editor

Intambiso Marketing & Communications | October 2019 - present

- Translating, editing, proofreading, review for language correctness on client's marketing collateral that needed to be translated from English to the eleven South African languages.
- Sourcing and coordinating the work of other language practitioners who were part of translating the marketing collateral as and when needed.

Administrator

Jalad Africa (Pty) Ltd | April - August 2018

- Handled all the administration of the SME, which included logging all new stock that is coming out of the factory, updating of stock logs and sales orders.
- Managing the exhibition stand during trade exhibitions such as the Source Africa that is held at the CTICC annually.

Data Builder

The Eventful Group | October 2017 – March 2018

- To build and clean data for use for event planning. Make calls to confirm the data built is correct and usable.

Editing Intern

Oxford University Press South Africa | January – September 2017

- Translating, editing, proofreading, review manuscripts and checking proofs against author's corrections.

Warehouse Assistant

Grand Tellumat Manufacturing | March – September 2016

- Execute the receiving and dispatching of stock to regions /technicians/ customers and draw required stock as and when needed.
- Keeping bin cards correctly updated and take part in stock takes.

Project Administrator

Liphetoho Premium Holdings (Pty) Ltd | March 2014 – May 2015

- Minute taking, provide administrative and secretarial support to Project Directors,
- Provide document and record management support to Project Directors, and generate reports.

CONTACT DETAILS



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WORK EXPERIENCE

Editorial Assistant

Maskew Miller (PTY) LTD | October 2011 – March 2012

- Check proofs against the author's corrections.
- Proofreading.
- Taking care of administration.
- Control and track incoming and outgoing manuscripts.
- Submit reports weekly to the Editorial Manager on progress on all projects.

Language and Cultural Facilitator

United States Peace Corps S.A. (U.S. Embassy) | January – March 2011

- Assisted US Peace Corps Trainees in their language acquisition and cultural adaptation within the context of community-based training.
- Conducted language classes making appropriate changes based on feedback received and learning needs of the Trainees.

Senior English Tutor

Saturday Tutoring Education Program (D.U.T)| March 2008 – November 2010

- Tutoring English to high school learners.
- Preparing and distributing documents for meetings.
- Attend, record and transcribe minutes of meetings.
- Provide secretarial and administrative support.
- Maintaining filing systems and ensuring the safekeeping of all related documents.

REFERENCES :

Mrs. Nomfundiso Mbali

African Languages Publisher

Oxford University Press South Africa

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Mr. Arnold Mushwana

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Ms. Vuyelwa Nyakaza

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Stores Manager

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Mrs. Jane Moshoeshoe

Director

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