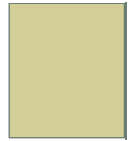


PAMELLA SIGIDI

LEGAE GARDENS. GERALD SEKOTO STREET. NEWTOWN. JOHANNESBURG. 2001

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## Profile

Focused translator with highly developed understanding of English and IsiXhosa languages and culture. Skilled in quickly and accurately translating written documents and audio. Over 6 years of related experience. I do Proofreading, Editing, Proofrecon, Transcribing, Proof listening (Audio Review), Time coding, Back translation, Voice Overs etc. Have experience working on CAT tools (Phrase, XTM and Latte). Versed in producing accurate documents for business and other clients.

## Experience

### **Translator** - 08/2017 - Current

Cava, Zimbabwe

- Translating books from English to IsiXhosa, and website content.
- Proof reading
- Applied cultural understanding to discern specific meanings beyond literal written words.
- Communicated effectively with clients to establish scope and requirements of translation, following up after submission of work to confirm satisfaction and understanding.
- Used translation software to verify complex terms and expedite communication process.
- Reviewed final work to spot and correct errors in punctuation, grammar and translation.
- Researched cultural etiquette and specific use of slang words.
- Replicated flow, style and overall meaning of original texts.
- Consulted specialized dictionaries, thesauruses and reference books to identify closest equivalents for nuanced terminology, words and phrases.

### **Medical/Pharma Field**

- Translation of medical brochures and posters (giving medical details on treatment and illness)
- Proof reading and editing of medical content (brochures, posters, thank you letters)
- Have worked on different medical campaigns, and doing voice overs.

### **Customer Consultant** - 03/2013 – 04/2014

RNA Distributions, Johannesburg

- Taking and resolving customer queries.
- Telemarketing.
- Sales.
- Writing reports

### **Knowledge Management Intern** – 10/2010 - 09/2011

Gauteng Department of Health, Johannesburg

- Work on databases
- Marketing HRD and EWP programs internally and externally
- Policy development and Guidelines.
- Writing booklets, pamphlets/flyers
- Work Skills Plan (WSP) and Annual Training Report (ATR)

**Commentary Assistant** - 06/2010 – 07/2010

Host Broadcasting Services (HBS), Johannesburg

- Assisting commentators.
- Working with commentary equipment.

**Administrator** – 03/2007 – 04/2007

South Point Management Services, Johannesburg

- Assisting with collection of data and promoting building space to prospective clients.

**Promoter** – 04/2007 – 05/2009

PCC, Johannesburg

- Marketing.
- Sales.

**Skills**

- Creative writing
- Document Review
- Analysis and Research
- Editing
- Software proficiency
- Proof reading
- Cultural intelligence
- Cultural Awareness
- Fluent in English and IsiXhosa
- Interpersonal Communication
- Self Management
- Decision Making

**Qualities**

- Attention to detail
- Adherence to Deadlines
- Flexibility
- Initiative
- Learning

## **Education**

Queenstown Girls' High School

11/2001

- English
- Afrikaans
- Geography
- Accounting
- Biology
- History

University of Johannesburg

11/2009 – BA (information Science)

### **Majors**

- Information Management
- Communication

### **Electives**

- Politics
- Public Governance
- Development Studies

## **Certificates**

04/2022 – TEFL (online)

- English

Curent HTML (Online)

- HTML
- CSS
- Javascript

## **References**

Mrs Chanza, Cava, Harare

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