**RESUME OF PIETER HORN:**

**NAME : PIETER**

**LAST NAME : HORN**

**DATE OF BIRTH : 1975-02-01**

**COUNTRY : SOUTH AFRICAN CITIZEN**

**LANGUAGES : ENGLISH - EXCELLENT**

 **AFRIKAANS - EXCELLENT**

**HOBBIES : LOVE THE OUTDOORS**

 **ANGLING**

 **WORKING IN THE GARDEN**

**MOBILE NUMBER : +27 63 527 5410**

 **+27 73 304 5508**

**EMAIL :** **pieterhchorn@webmail.co.za**

**WORK EXPIERENCE:**

**CURRENT JOB : SELF EMPLOYED AS FREELANCE DATA ENTRY CLERK , TYPIST, TRANSCRIBER, PROOFREADER, TRANSLATOR (AFRIKAANS/ENGLISH), AND TRANSCRIBER.**

**EMPLOYEE : PRIVATE CONTRACTOR**

**DATE STARTED : 1994-01-01 TO 2019-05-01.**

**JOB TITLE : PRIVATE**

**REASON FOR JOB : NEED TO EXPAND MY WORKING BORDERS INTERNATIONALLY.**

**PREVIOUS JOB : YYZ TRANSLATIONS**

 **CANADA**

**JOB TITLE : PROJECT MANAGER / QA MANAGER / PROOFREADING (AFRIKAANS AND ENGLISH)**

**DATE STARTED : 2019-05-01 TILL 2020-01-13**

**REASON FOR JOB : NOT RECEIVING PAYMENT**

**LEAVING AS STIPULATED ON CONTRACT**

**REPONSIBILITIES : OVERSEES THE SMOOTH RUNNING OF THE PROJECT ABROAD WITH 50 TRANSCRIBERS WORKING UNDER ME.**

 **QA OF TRANSCRITION FILES – CHECKED ALL FILES FOR SKIPPED WORDS AND TAGS, INCORRECT/ MISSPELLED WORDS AND MISSED OR SKIPPED PUNCTUATION. GENERAL PROOFREADING**

 **LIASON BETWEEN MANAGEMENT AND THE TRANSCRIBERS AND THE CLIENTS**

 **CONNECTING WITH CLIENTS**

 **SOLVING OF QUERIES, CONCERNS**

 **TRANSLATIONS FOR AFRIKAANS TO ENGLISH TO AFRIKAANS**

**PREVIOUS JOB : INDEPENDANT CONTRACTOR FOR REV.COM AND SCRIBIE.COM JOB TITLE : TRANSCRIBER**

**RESPONSIBILITIES : TRANSCRIPTION OF DOCUMENTS,**

 **PROJECTS RECEIVED.**

**3+ YEARS EXPERIENCE AS A FREELANCE TRANSCRIPTIONIST.**

**TRANSCRIPTION LANGUAGES : AFRIKAANS AND ENGLISH**

**OTHER SKILLS INCLUDED : TRANSLATION WORK FOR INDIVIDUALS ON PLATFORMS SUCH AS UPWORK, PRIVATE CLIENTS IN SOUTH AFRICA ON AN AD HOC BASIS AND AS NEEDED.**

**TARGET TRANSLATIONS : AFRIKAANS TO ENGLISH TO AFRIKAANS**