**CURRICULUM VITAE**

**OF**

**NOMTHANDAZO SHEILA**

**NGAKE**

**PERSONAL INFORMATION**

Title: Mrs.

Surname: Ngake

First Name: Nomthandazo Sheila

Residential Address: 61047 Ext. 15

 Evaton West

 1984

Date of Birth: 28 April 1983

Identity Number: 8304280634088

Contact Number: +2771 164 4254

Gender: Female

Nationality: South African

Marital Status: Married

Health: Good

***Higher Education***

High School Attended: Thandukwazi Secondary School

Subjects Passed: IsiZulu

English

Accounting

Economics

Business Economics

Year Matriculated: 2000

***Further Education and Training***

Institution Attended: Sedibeng College (FET)

Course Hospitality Management

Year Qualified 2002

Certificate Obtained: National Introductory Certificate N4

Subjects: Introductory Communication N4, Introductory Catering Theory and Practical N4, Introductory Servicing Techniques Practical N4 and Introductory Hygiene and Safety N4

Year Qualified 2003

Certificate Obtained: National Certificate N4

Subjects: Applied Management, Sanitation and Safety, Catering Theory and Practical and Nutrition and Menu Planning

Year Qualified 2004

Certificate Obtained: National Certificate N5

Subjects: Entrepreneurship and Business Management N4, Applied Management N5, Catering Theory and Practical N5 and Food and Beverage

***Language(s*)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Languages** | **Sepedi** | **Xhosa** | **English** | **Sesotho** | **Zulu** | **Setswana** |
|  |  |
| **Speak** | Good | Good | Good | Good | Good | Good |
| **Write** | Good | Good | Good | Good | Good | Good |
| **Read** | Good | Good | Good | Good | Good | Good |

***Employment History***

Company 1: Swahili Space

Position Held: Translator (Medical)

Company 2: East Africa Language Services

Position Held: Translator (Medical)

Company 3: The Translation Gate

Position Held: Translator

Company 4: Doṅe

Position Held: Transcription and Subtitling, Voice over

 Data Capturing

Company 5: Excellence Services

Position Held: Transcription and Subtitling

Company 6: Linguaworld

Position Held: Translation

Company 7: Translated

Position Held: Translation and Proofreading

Company 8: DDK Investment

Position Held: Translation and Proofreading

Company 9: Lionbridge

Position Held: Voice over

Company 10: Muntaha Translations

Position Held: Translator

Company 11: Translators Without Borders (Volunteer)

Position Held: Translator, Proofreader, Video subtitling

***References***

1. CONTACT PERSON: Derrick Simango

POSITION: Project Manager (Linguaworld)

CONTACT NUMBERS: +2773 481 4408

2. CONTACT PERSON: Manuel Locria

POSITION: Project Manager (Translators Without Borders)

CONTACT NUMBERS: +1(203) 794-6698

3. CONTACT PERSON: George Karanja

POSITION: Project Manager (Swahili Space)

CONTACT NUMBERS: +254 777 712 813