

# Sinazo Mgobozi

0764750300  
sinazombombo4@gmail.com  
7 St Georges Road  
Southernwood  
East London  
5201

## SKILLS

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- Strong work ethic
- Meticulous
- Problem-solving abilities

## EXPERIENCE

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07/2015 – 10/2018

**Translator/Proofreader**, Watch Tower Bible and Tract Society

- I translated articles from the source language (English) to the target language (IsiXhosa)
- I worked in a term where roles would change for each task. I would either be a translator, proofreader or checker.
- I prooflistened recorded audio.
- I worked on very confidential material and understand the importance of keeping confidences.
- I worked on the Watchtower Translation System and would at times make use of Microsoft products.

05/2019 – Present

**Translator/Proofreader**, Freelance

- I translate and proofread material from English to IsiXhosa.
- Translating freelance for this long has allowed me to work with a variety of subjects, including tourism, legal, general, technical and so forth.
- I have worked on Microsoft Word, spreadsheets and Matecat.
- I have learned to follow the style guide provided for the client's satisfaction.
- I have had the opportunity to work independently and deliver work on time but still do the work as required.

## EDUCATION

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2013

**Matric**, St John's College – Mthatha

- Obtained distinctions in IsiXhosa HL and English FAL