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| **Home/Postal address: 32 Clarendon Mews, Clarendon Street** **Parow Valley,** **Cape Town,** **South Africa****7500** | **Mobile no: 2763-606-5113****ID NO: 680531 0268 087****email: gracetrading77@gmail.com** |

Resume - Sindile Zemeth Khumalo

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| SUMMARY | **Committed and experienced Translator/proof reader and Mother-tongue Zulu Speaker with a strong command of English seeks Freelance translation, proof-reading and transcription typing opportunities*** **Proofread, translated and prepared for publication close to 50 newsletters for a Christian organization as a Freelancer (Samples available)**
* **Used my Language skills to teach English to Grade 8, 9 and 11 learners in High schools**
* **As a Trainer - used my Teaching and Language skills to train employees on Lotto terminal operations and procedures; also conducted Induction and Sales training**
* **Translated and edited Children's books into Zulu for a local Publishing House**
* **As a Research and Consumer Assistant - Transcribed and translated Zulu Focus group discussions and qualitative interviews into English text**
* **Highly proficient in the use of Ms Office and the Internet with a Touch typing speed of 60wpm**

**Enjoy cooking, reading Christian books & watching movies****WORK EXPERIENCE****FREELANCE ENGLISH-ZULU TRANSLATOR**Perform English-Zulu translation, editing & proof-reading from home. Have also performed read-backs via Skype by verbally translating Zulu text back into English to check accuracy**AUG 2013-DEC 2013****SUBSTITUTE TEACHER - HIGHLANDS NORTH BOYS HIGH SCHOOL, Highlands North, Johannesburg** Taught English & History and Social Sciences to Grade 8 & 9 learners; prepared lessons; set and marked tests and assessments; prepared school reports**JAN 2013-MAR 2015****AFFILIATE for a British Forex Education Provider -** helped to find clients/prospects to attend seminars and courses**MARCH 2008 - DEC 2012****FREELANCE TRANSCRIPTION TYPIST**Transcribed research & corporate interviews, conference presentations & disciplinary hearings. Did proof-reading, editing & copy typing for African Publishers. Transcribed and edited for The Correspondent, an organization doing a country report on SA for Newsweek magazine. Samples of work available.**JAN 2010 - SEPT 2010****EDUCATOR - SHEIKH ANTA DIOP COLLEGE, Yeoville, Johannesburg, SA**Taught Computer studies to Grade 6, 7 & 8, as well as Life Orientation to Grade 9. **MAR 2009- OCT 2009****STORE MANAGER/SALES CONSULTANT (TEMPORARY)**Managed a boutique and sold imported outfits. **JULY 2008-MAR 2009****AREA TRAINER –OK FURNITURE, Medowdale Mall, Edenvale, Johannesburg**Travelled and trained sales persons on selling skills and customer care in Limpopo, Gauteng and the North-West. Performed training administration: booked accommodation and training venues; prepared and compiled training reports, **JULY 2006-FEB 2008****UNEMPLOYED****AUG 2005-JUNE 2006****LOTTO TRAINER – SMOLLAN: LOTTO FIELD MARKETING, LA LUCIA**Trained lotto outlet owners and their employees on lotto terminal operations, games and procedures at conference venues and in-store**FEB 2004-APR 2005****TRAINER - NMA ASSOCIATES, Mpumalanga Province**Trained tour guides and nature guides during a Nature Guiding Learnership and Tour Guiding Skills programme**OCT 2003****EDCON - EDGARS, West Street, Durban, SA****TRAINER**Had a short contract with Kelly employment agencyConducted Induction training and Customer Service training for Edcon temporary employees**FEB 2002-JUNE 2003****UNILEVER, La Lucia, Durban, SA****CUSTOMER RESEARCH ASSISTANT**Conducted consumer research field work for the Home Care Department; Transcribed and translated audio from Zulu focus group discussions into English**PROFESSIONAL REGISTRATION****REGISTERED WITH SACE - S0UTH AFRICA COUNCIL OF EDUCATORS as an Educator; SACE Registration no: 1178677****EDUCATIONAL QUALIFICATIONS****1984****MATRIC - SACRED HEART SECONDARY SCHOOL, VERULAM, KZN****SUBJECTS PASSED**: Mathematics, Accountancy, Biology, Zulu, English and Afrikaans **AUG 1985-JUNE 1986****AWARDED AMERICAN FIELD SCHOLARSHIP(AFS)/INTERCULTURA** - Spent One year as an Exchange Student in Florence, Italy**1986-1989****B.SOCIAL SCIENCE DEGREE - UNIVERSITY OF NATAL – DURBAN, SOUTH AFRICA**; Majors: Psychology, Social Anthropology**1993****POST-GRADUATE HIGHER DIPLOMA IN EDUCATION – UNIVERSITY OF NATAL** - Diploma completed Cum Laude **1995****RESEARCH INTERNSHIP** - **HUMAN SCIENCES RESEARCH COUNCIL****REFERENCES**Ms Tam Uin – Team Leader and Manager of Translation ServicesTony Alamo Christian MinistriesP.O Box 2948Hollywood, CA 90078, USAemail: tamteam3@aol.comTel: 001-(661)252-5686Other References from employment available on request |