Curriculum Vitae

Bukeka Mahlangabeza



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**PERSONAL DETAILS**

Date of Birth : 26 May 1984

Identity Number : 840526 0419 08 3

Languages : English & Xhosa

Driver’s License : C1 (Code 10)

Marital status : Married

**TERTIARY EDUCATION** **QUALIFICATIONS**

1. Name of Institution : Nelson Mandela Metropolitan University (NMMU)

Qualification completed : BCOM (UPEAP)

Year : 2002

2. Name of Institution : Nelson Mandela Metropolitan University (NMMU)

Qualification completed : BCOM (Accounting)

Major Modules : Accounting and Auditing

Year : 2003- 2006

3. Name of Institution : Nelson Mandela Metropolitan University

Qualification completed : Master’s in Business Administration (MBA) (NMMU)

Year : 2011-2013

**ACADEMIC QUALIFICATION AND OTHER QUALIFICATIONS**

Last School Attended : Woolhope Senior Secondary

Highest Standard Passed : Standard 10 (Grade12)

Year : 2001

1. Name of Institution : Combined Systems Group

Course : BAUD (Bar coded Asset Audit)

Year : 2007

2. Name of the Programme : Bonani Work-readiness program for the Accounting Profession

Course : Rules for Professional Conduct, Communication Skills, Pastel,

 MS Word & MS Excel, Virtual Office Workplace Simulation

3. Name of the Programme : Translation Techniques Course (TTC)

Course : In-house training which includes translating, checking, proofreading,

copy-editing, translating scripts for audio presentations, directing and

acting in audio presentations, contributing to terminology lists,

training new staff members and evaluating potential trainees.

**WORK COMPETENCIES DEVELOPED**

* Confidentiality, teamwork and initiative;
* Attention to detail and accuracy;
* Communication skills and writing skills;
* Assertiveness and leadership skills;
* Computer skills;
* Able to translate from isiXhosa to English, isiZulu to English and vice versa;
* Working under pressure and
* Problem analysis and problem-solving skills.

**COMPUTER LITERACY**

* Ms Office;
* Ms Excel;
* Ms Outlook;
* SDL Trados Studio 2019;
* Wordfast;
* Smartling;
* MateCat;
* MemSource and
* Watchtower Translation System (WTS).

**PRACTICAL WORKING EXPERIENCE**

1. **Translated S L R**

 Duration of service : March 2019-Current

 Position : Language Lead, Translation Test evaluator and Translator

 Duties : Evaluating translation tests;

 : Proofreading;

 : Translating emails and online text;

 : Making final decisions on terminology choices and language-specific

 Rules;

 : Updating glossaries, style guide and other reference material;

 : Leading the team in any communication channels;

 : Localization and

 : Linguistic Quality Assurance

 Cat tool : Matecat

2. **Babelos**

 Duration of service : May 2019- November 2019

 Position : Freelance translator

 Duties : Translation and proofreading

 Cat tool : Smartling, Trados and Wordfast

3. **Stronmen**

 Duration of service : May 2019- November 2019

 Position : Freelance translator

 Duties : Translating and proofreading legal content

 Cat tool : Word document

4. **Juntos**

 Duration of service : May 2019- December 2019

 Position : Freelance translator

 Duties : Translating, proofreading and reviewing financial material

 Cat tool : Transifex

5. **The translation gate**

 Duration of service : May 2019-Current

 Position : Freelance translator

 Duties : Translating and proofreading

 Cat tool : Word document

6. **Brightlines**

 Duration of service : May 2019- November 2019

 Position : Freelance translator

 Duties : Translating, proofreading and reviewing financial material

 Cat tool : Word document

7. **Qualitymetric**

 Duration of service : July 2019- December 2019

 Position : Freelance translator and project coordinator

 Duties : Translating, back translating and proofreading medical material

 Cat tool : Word document

8. **Tomedes - Smart Human Translation**

 Duration of service : August 2019- November 2019

 Position : Freelance translator

 Duties : Translating, back translating, Transcribing and proofreading official

 and social material

 Cat tool : Word document

9. **Afrolingo**

 Duration of service : August 2019-Current

 Position : Freelance translator

 Duties : Translating and proofreading social material

 Cat tool : Gengo

10. **Dotsub**

 Duration of service : August 2019-Current

 Position : Freelance video translator

 Duties : Translating and reviewing video subtitles and captions

 Cat tool : Video TMS

11. **RWS Moravia**

 Duration of service : August 2019-Current

 Position : Freelance translator

 Cat tool : Memsource

12. **Inte:prit**

 Duration of service : August 2019- November 2019

 Position : Freelance translator as well as proofreading social material

 Cat tool : Excel

13. **Global Frontline**

 Duration of service : September 2019-Current

 Position : Freelance translator as well as proofreading Business documents

 Cat tool : Trados Studio 2019

14. **Non-salaried member of a religious order supported by Watch Tower Bible and Tract**

 **Society of South Africa**

 Duration of service : 25 September 2015-31 December 2017

 Position : Full time Translator

 Duties : Translating magazines, tracks, songs, videos and brochures;

: Translating subtitles and captions;

: Performing proof reading on translated publications;

: Performing mechanical checking on all translated publications;

: Recording translated literature and videos;

: Assisting with digital publishing and

: Conducting field research on the use of the language.

 Cat tool : Watchtower Translation System

15. **ION Translations**

 Duration of service : 06 December 2019-Current

 Position : Freelance Translator

 Duties : Translating and proofreading medical content.

 Cat tool : Microsoftword

16. **A&L SIMONYAN Translations**

 Duration of service : December 2019-Current

 Position : Freelance Translator

 Duties : Translating and proofreading political content.

 Cat tool : Microsoftword

**REFERENCES**

1. Mr Lukhanyo Sifo – Translation Coordinator at Watch Tower Bible and Tract Society of South Africa

Tel : 011 761 1453

Cell : 076 555 3992

E-Mail : lukhanyosifo@gmail.com

2. Mr. Novel Moroe - Supervisor at Translation Office of the Watch Tower Bible and Tract Society of South Africa

Tel : 011 761 1000 / 011 761 1453

Cell : 076 137 0810 / 073 759 2424

E-Mail : nmoroe@gmail.com

3. Ms Carla Tocco - Project Manager

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4. Mr Joe Darden -Translation Department Director

Tel : +323 638 9787

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### 5. Ms Magali Haberkorn - Project Manager

### Email : room\_10184500301762603520447993908015@upwork.com

6. Ms Rowena Smyth - Account Manager

Tel : 01225 580770

Email : rowena.smyth@brightlines.co.uk

7. Mr Ugorji Nnanna - Project Manager

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8. Gauri Shringarpure - Project Manager at Optum

Address: 1301 Atwood Avenue | Suite 311-North | Johnston, RI 02919 USA

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Email: gshringarpure@qualitymetric.com

9. Karla - Tomedes - Smart Human Translation

Tel: +1-985-239-0142 or +972-722200-700

10. Sally Sami - Senior Project Manager at Afrolingo

Tel: +27 (0) 21 680 5273 │ f. +27 (0) 21 680 5011

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Email: sally.sami@afrolingo.co.za

11. Ms Mercedes Figueroa - Talent Recruiter Dotsub

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12. Mr Antonin Daniel - Vendor Relations Manager Junior | RWS Moravia

Email: Antonin.Daniel@rws.com

Website: [www.rws.com/moravia](http://www.rws.com/moravia)

13. Devon Bezeidenhout - Managing Director at Inte:prit

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14. Alexa Chhay - Translations Project Manager, Patient Insights

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15. Aliaa Mohamed - Talent Specialist at Global Frontline

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Address: 10 Abdul Rahman ElRafie St., Mohandeseen, Egypt

Website: www.future-group.com

16. Arwa Mohamed - Project Manager at Global Frontline

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17. Daniele Cocozza - Senior Project Manager at Translated S. L. R

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18. Cathy Guevara- Translation Project Manager at ION Translations

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19. Arman Simonyan- Translation Project Manager at ION Translations

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