



# VICE MASHEGO

TRANSLATION SUPERVISOR | LANGUAGE SUPERVISOR

## SUMMARY

Translator offering 15 years of experience, background includes working in church and publication environments to perform document and verbal translation services. Listening and communication skills with organized and systematic approach, delivers high level of accuracy in English to Northern Sesotho translations. Supervisor with exceptional experience leading team, and delivering results.

## CONTACT INFORMATION

- ☎ 078 823 1076
- ✉ vmashego@gmail.com
- 🏠 Limpopo
- 📍 Code 10

## SKILLS

- Proficient in various technology software, including data entry software including Microsoft Office.
- Fluent in Northern Sesotho (Sepedi), including editing; proofreading; writing; reading; and pronunciation.
- Good leadership and people management skills.
- Ability to type 40 words per minute.
- Strong communications skills in writing and editing; and coaching.
- Clerical: Knowledge of clerical procedures and systems such as word processing, managing files, and records.
- Character traits: Ability to work unsupervised; team player with outstanding work ethic; punctual; and consistent.

## REFERENCES

Thabiso Letsoalo  
**Sign Language Translation Supervisor @ Watch Tower Bible and Tract Society of South Africa**  
083 948 8068

Phenuel Chiloane  
**Sepulana Language Supervisor @ Graskop Remote Translation Office**  
076 721 3499

Wandile Nkambule  
**Former Siswati Language Supervisor @ Mbabane Translation Remote Office**  
071 247 7935

## WORK EXPERIENCE

### Translator | Transcriber | Translation Supervisor (Language Expert)

WATCH TOWER BIBLE AND TRACT SOCIETY OF SOUTH AFRICA | 2006 – 2020

- Years of experience in translating, transcribing, proofreading, mechanical checking final works to spot and correct errors in punctuation, grammar, and translation.
- As interpreter, supported operations by preparing, translating and interpreting physical and digital media from English to Northern Sesotho (Sepedi) within the prescribed timelines.
- Listened to non-English video dialogue and developed translation into target language to prepare subtitle scripts.
- Resolved computer and system networking problems to maintain user productivity.
- Mentored intern translators, trained new hires on company-specific translation standards, including proper handling of proprietary material.
- Provide review and verification of translation work as required, including materials created by third-party translation services.

## EDUCATIONAL BACKGROUND

### Grade 12

MAKUKU HIGH SCHOOL | 2002

## COURSES COMPLETED

- Fifth Translation Technique Course @ TTC | 2019
- Fourth Translation Technique Course @ TTC | 2017
- Third Translation Technique Course @ TTC | 2013
- Second Translation Technique Course @ TTC | 2010
- First Translation Technique Course @ TTC | 2008
- Bible Translation Technique Course | 2008