

# ANNABEL RAUTENBACH



## PERSONAL DETAILS

**SURNAME** : Rautenbach

**FIRST NAMES** : Annabel

**DATE OF BIRTH** : 1976-11-02

**ID NUMBER** : 7611020075088

**POSTAL ADDRESS** : 6 Zydenbos Ave, Somerset west, 7130

**SKYPE NAME** : annabel.koekemoer

**CELLPHONE NUMBER** : +27834381970

**GENDER** : FEMALE

**MARITAL STATUS** : MARRIED

**NATIONALITY** : South African

**HEALTH** : EXCELLENT

**HOME LANGUAGE** : AFRIKAANS / ENGLISH

**DRIVER'S LICENCE** : CODE 08

**CRIMINAL RECORD** : NONE

**OTHER LANGUAGES** : AFRIKAANS – EXCELLENT  
DUTCH – EXCELLENT

# EDUCATIONAL QUALIFICATIONS

## SECONDARY EDUCATION

**LAST SCHOOL ATTENDED** : DIE HOERSKOOL MENLOPARK

**HIGHEST GRADE PASSED** : GRADE 12

**SUBJECTS** : AFRIKAANS 1<sup>ST</sup> LANGUAGE HG  
ENGLISH 2<sup>ND</sup> LANGUAGE HG  
MATHEMATICS HG  
ECONOMICS HG  
BUSINESS ECONOMICS HG  
ACCOUNTANCY HG

## TERTIARY EDUCATION

**NAME OF INSTITUTION** : UNIVERSITY OF SOUTH AFRICA

**DEGREE OBTAINED** : B.COMPT

**COURSES COMPLETED** : ACCOUNTING 1, 2 & 3  
INDUSTRIAL PSYCHOLOGY  
COMMERCIAL LAW  
ENTERPRENEURAL LAW  
COMPUTER APPLICATIONS (EXCEL & PASTEL)  
ECONOMICS 1 & 2  
COMPUTER LITERACY  
COMPUTER SCIENCES & INFORMATICS  
STATISTICS  
TAXATION 2 & 3  
BUSINESS MANAGEMENT  
COST MANAGEMENT ACC  
STRATEGIC MANAGEMENT  
AUDITING  
FINANCIAL MANAGEMENT

**NAME OF INSTITUTION** : UNIVERSITY OF SOUTH AFRICA

**CURRENT STUDIES** : CTA

**COURSES ENROLLED** : FINANCIAL ACCOUNTING  
MANAGEMENT ACCOUNTING  
AUDITING  
TAXATION

# EMPLOYMENT HISTORY

COMPLETED TRANSLATION COURSES : DAMELIN COLLEGE

**Certificate in translations, proofreading and editing in Dutch, Afrikaans, and English.**

**CURRENT EMPLOYER** : ANKOR BUSINESS SERVICES  
**POSITION** : OWNER  
**PERIOD** : NOVEMBER 2000 - CURRENT

## TRANSLATION REFERENCES

1. DR E.A. RAUTENBACH  
DPHIL. Doctoral thesis – proofreading and editing of his thesis for studies at the University of Stellenbosch. Dr Rautenbach is a lecturer at the University of South Africa (UNISA) 2004 - 2006  
CONTACT DETAILS : [rauteea@unisa.ac.za](mailto:rauteea@unisa.ac.za)
2. MR M. VAN DORSSSEN – BE TRANSLATIONS  
Various tender documents, agreements, legal texts, medical website translations – Dutch-English – From 2006 to date  
CONTACT DETAILS : BeTranslated - Thijs van Dorssen <[thijs@betranslated.de](mailto:thijs@betranslated.de)>
3. MR REMCO KOK – EUROCOM TRANSLATIONS  
Legal agreements, patent registrations, software manuals – From 2006 to date  
CONTACT DETAILS : [Remcokok@euro-com.net](mailto:Remcokok@euro-com.net)

More references available on request.

## MOST RECENT TRANSLATION PROJECTS

Clinical trial – Cholesterol medication  
Legal – Court case – Diamond transaction

CURRICULUM VITAE OF ANNABEL RAUTENBACH

Tender documents- Trams and trains (100,000+ words)  
Lease agreement  
Military training manuals (100,000+ words)  
Court case  
Clinical case study – diabetes medication  
Clinical research documents – blood pressure medication  
Clinical research documents – pregnant women  
Various agreements:  
Sales agreement  
Agreement for services rendered  
Lease agreements  
Labour agreement  
Contract for purchase in installments  
Collective agreements  
Lease vehicle agreements  
HR documents  
IT manuals  
Telecommunication tender documents  
Railway and tram tender documents  
Various other tender documents  
Court cases  
Music service website  
Incorporation documents  
Articles of association  
Register of shareholders  
Financial statements  
SLAs  
Deed of constitution  
ETC...

I have been a professional translator since 2002. During this time, I have translated various documents of the above and other nature.

I am a hardworking person who loves a challenge. I enjoy both accountancy and translations and am eager to please the clients I work for. I work well under pressure. I am sure I can do any project that comes my way to your satisfaction.

I have excellent time management skills, so I have never missed a deadline and do not intend to do so in the future.

I am part of the PRO Certified Network on ProZ. Please feel free to view my profile on [www.proz.com/profile/726607](http://www.proz.com/profile/726607).