

Curriculum Vitae of Aletia L. Ollewagen

Language Practitioner
(Afrikaans/English)

PROFILE

As an eager, results driven project manager on the one hand and a passionate language practitioner on the other, I take the lead in challenging circumstances and am comfortable with making high-impact decisions. I am sensitive to the cultural and developmental needs of our society and seek to make a meaningful difference in the workplace. My main field of expertise and passion is translation into my native tongue of Afrikaans.

PROFESSIONAL ACCREDITATION

- Project Management Professional—Project Management Institute (number 1846432)

ACADEMIC QUALIFICATIONS

- BA (Languages & Literature) with specialization in Creative Writing - University of South Africa (2013). Majors: Afrikaans & Theory of Literature
- Bachelor of Business Administration—University of South Africa (2020)
- Senior Certificate— Tom Naudé Technical High School (1995)

SOFTWARE

MS Office
MS Project
Autshumato (Omega T)

CONTACT DETAIL

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WORK EXPERIENCE

I have extensive experience in translation, editing, proofreading and transcription. I also have experience in marketing and copy writing. I am well versed in all fields of translation, with most extensive experience in the fields of finance, taxation, media, medical, information technology, marketing, social media and gaming. The below table indicates years of experience in my main fields of expertise:

Field	Years of Experience	Field	Years of Experience
Finance/tax/economics	8	IT/cyber security	8
Social media/marketing	8	Gaming	4
Medical	4	Life Sciences/Agriculture	4

AFRIKAANS LANGUAGE PRACTITIONER Mar 2016—present

- South African Revenue Service (SARS)
- As Afrikaans Language Practitioner, my duties include the editing and translation of forms, documents, brochures, pamphlets, website content, guides, media statements, advertisements, radio scripts and news articles from English to Afrikaans and Afrikaans to English. It also involves managing projects such as tax

education for the Deaf and Blind, multilingual terminology lists, and the promotion of multilingualism within the organisation.

PROJECT MANAGER Feb 2011—Feb 2016

- South African Revenue Service (SARS)

Other than managing construction projects from conception to close-out, I also assisted senior management with the writing and editing of business cases, and the proofreading/editing of documents for the Corporate Real Estate division.

PERSONAL ASSISTANT Oct 2008—Jan 2011

- Broll Property Group (Pty) Ltd.

OFFICE MANAGER Sep 2007—Sep 2008

- Ubuntu Bonds

OFFICE MANAGER Dec 2006—Aug 2007

- Vezi & De Beer Incorporated

PERSONAL ASSISTANT Apr 2005—Nov 2006

- TYCO International

ASSISTANT MANAGER Jun 2001—Nov 2004

- Carnical Cruise Lines, Miami, Florida, United States of America

ASSISTANT MANAGER Nov 1999—Nov 2000

- Burj Al Arab Hotel, Dubai, United Arab Emirates