

Contact

Gcinile Patricia Jiyane

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📍 1877 Block H, Soshanguve, 0152

Objective

I am highly driven, dedicated and self motivated. I am an aspiring linguist looking for an opportunity to expand my career in translation, editing, interpreting and writing. The translation and interpretation is done from IsiZulu to English and English to IsiZulu.

Experience

01/07/2020-30/03/2021

- **Tshwane University of Technology**

STUDENT ASSISTANT

I worked with both lecturers and students. I assisted with photocopying documents, printing, typing, sorting, printing notices and scheduling.

01/07/2021-30/05/2022

- **Tshwane University of Technology**

STUDENT ASSISTANT

I assisted students with the ITS portal, myTutor, pin reset, password reset, tut4life email set up. Printing, photocopying, scanning and monitoring the Centre.

Education

2020

- **Tshwane University of Technology**

Advanced Diploma in Language Practice

GPA 3

2019

- **Tshwane University Of Technology**

National Diploma in Language Practice

GPA 2

2015

- **Ikhethelo Secondary School**

National Senior Certificate

GPA 1

Skills

- Computer literacy(MS Word, MS Excel, MS PowerPoint, MS outlook and internet)
- Good Reporting skills(Technical writing and written communication)
- Problem solving
- Analytical skill
- Ability to work under pressure
- Good interpersonal and communication skills
- Decision making
- Ability to work with online communication platforms(Teams, Zoom)
- Research proficiency

Reference

- Ms C Nkuna - Tshwane University of Technology

Administrator

nkunack@tut4life.ac.za

012 799 9000

- Mr T Moutlaneng - Tshwane University of Technology

Supervisor

moutlanengodn@tut4life.ac.za

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