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| **Home/Postal address: 32 Clarendon Mews, Clarendon Street**  **Parow Valley,**  **Cape Town,**  **South Africa**  **7500** | **Mobile no: 2763-606-5113**  **ID NO: 680531 0268 087**  **email: gracetrading77@gmail.com** |

Resume - Sindile Zemeth Khumalo

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| SUMMARY | **Committed and experienced Translator/proof reader and Mother-tongue Zulu Speaker with a strong command of English seeks Freelance translation, proof-reading and transcription typing opportunities**   * **Proofread, translated and prepared for publication close to 50 newsletters for a Christian organization as a Freelancer (Samples available)** * **Used my Language skills to teach English to Grade 8, 9 and 11 learners in High schools** * **As a Trainer - used my Teaching and Language skills to train employees on Lotto terminal operations and procedures; also conducted Induction and Sales training** * **Translated and edited Children's books into Zulu for a local Publishing House** * **As a Research and Consumer Assistant - Transcribed and translated Zulu Focus group discussions and qualitative interviews into English text** * **Highly proficient in the use of Ms Office and the Internet with a Touch typing speed of 60wpm**   **Enjoy cooking, reading Christian books & watching movies**  **WORK EXPERIENCE**  **FREELANCE ENGLISH-ZULU TRANSLATOR**  Perform English-Zulu translation, editing & proof-reading from home. Have also performed read-backs via Skype by verbally translating Zulu text back into English to check accuracy  **AUG 2013-DEC 2013**  **SUBSTITUTE TEACHER - HIGHLANDS NORTH BOYS HIGH SCHOOL, Highlands North, Johannesburg**  Taught English & History and Social Sciences to Grade 8 & 9 learners; prepared lessons; set and marked tests and assessments; prepared school reports  **JAN 2013-MAR 2015**  **AFFILIATE for a British Forex Education Provider -** helped to find clients/prospects to attend seminars and courses  **MARCH 2008 - DEC 2012**  **FREELANCE TRANSCRIPTION TYPIST**  Transcribed research & corporate interviews, conference presentations & disciplinary hearings.  Did proof-reading, editing & copy typing for African Publishers.  Transcribed and edited for The Correspondent, an organization doing a country report on SA for Newsweek magazine. Samples of work available.  **JAN 2010 - SEPT 2010**  **EDUCATOR - SHEIKH ANTA DIOP COLLEGE, Yeoville, Johannesburg, SA**  Taught Computer studies to Grade 6, 7 & 8, as well as Life Orientation to Grade 9.  **MAR 2009- OCT 2009**  **STORE MANAGER/SALES CONSULTANT (TEMPORARY)**  Managed a boutique and sold imported outfits.  **JULY 2008-MAR 2009**  **AREA TRAINER –OK FURNITURE, Medowdale Mall, Edenvale, Johannesburg**  Travelled and trained sales persons on selling skills and customer care in Limpopo, Gauteng and the North-West.  Performed training administration: booked accommodation and training venues; prepared and compiled training reports,  **JULY 2006-FEB 2008**  **UNEMPLOYED**  **AUG 2005-JUNE 2006**  **LOTTO TRAINER – SMOLLAN: LOTTO FIELD MARKETING, LA LUCIA**  Trained lotto outlet owners and their employees on lotto terminal operations, games and procedures at conference venues and in-store  **FEB 2004-APR 2005**  **TRAINER - NMA ASSOCIATES, Mpumalanga Province**  Trained tour guides and nature guides during a Nature Guiding Learnership and Tour Guiding Skills programme  **OCT 2003**  **EDCON - EDGARS, West Street, Durban, SA**  **TRAINER**  Had a short contract with Kelly employment agency  Conducted Induction training and Customer Service training for Edcon temporary employees  **FEB 2002-JUNE 2003**  **UNILEVER, La Lucia, Durban, SA**  **CUSTOMER RESEARCH ASSISTANT**  Conducted consumer research field work for the Home Care Department; Transcribed and translated audio from Zulu focus group discussions into English  **PROFESSIONAL REGISTRATION**  **REGISTERED WITH SACE - S0UTH AFRICA COUNCIL OF EDUCATORS as an Educator; SACE Registration no: 1178677**  **EDUCATIONAL QUALIFICATIONS**  **1984**  **MATRIC - SACRED HEART SECONDARY SCHOOL, VERULAM, KZN**  **SUBJECTS PASSED**: Mathematics, Accountancy, Biology, Zulu, English and Afrikaans  **AUG 1985-JUNE 1986**  **AWARDED AMERICAN FIELD SCHOLARSHIP(AFS)/INTERCULTURA** - Spent One year as an Exchange Student in Florence, Italy  **1986-1989**  **B.SOCIAL SCIENCE DEGREE - UNIVERSITY OF NATAL – DURBAN, SOUTH AFRICA**; Majors: Psychology, Social Anthropology  **1993**  **POST-GRADUATE HIGHER DIPLOMA IN EDUCATION – UNIVERSITY OF NATAL** - Diploma completed Cum Laude  **1995**  **RESEARCH INTERNSHIP** - **HUMAN SCIENCES RESEARCH COUNCIL**  **REFERENCES**  Ms Tam Uin – Team Leader and Manager of Translation Services  Tony Alamo Christian Ministries  P.O Box 2948  Hollywood, CA 90078, USA  email: [tamteam3@aol.com](mailto:tamteam3@aol.com)  Tel: 001-(661)252-5686  Other References from employment available on request |