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# Comfort Mabuza

## Translator/ Interpreter/ Transcriptionist

1 Robert Broom Drive  
Krugersdorp, 1739  
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### SUMMARY

Dynamic and culturally attuned Translator and Interpreter with over a decade of experience bridging communication gaps in English, Zulu, Xhosa, isiNdebele, Swati, Tswana, and Sotho. Renowned for delivering accurate and nuanced translations that capture the essence of the original message, I have honed a unique ability to convey thoughts and ideas seamlessly across cultures. My dedication to excellence and quality work is matched by a commitment to keeping translations natural and contemporary, ensuring that your audience not only understands but also connects with the content. With a track record of success in various settings, from conferences to written documents, I am adept at meeting tight deadlines and exceeding expectations. Let me be the voice that brings your message to life, ensuring clarity, engagement, and a deep cultural resonance that speaks directly to the heart of your audience.

### SKILLS

Technical Proficiency, Language Proficiency, Research Skills, Attention to detail, Organization and Writing Skills, Confidentiality, Adaptability, Voice Acting, Script Interpretation, Audio Editing, Time Management, Excellent Listening Skills, Editing and Proofreading, Problem-Solving

### EXPERIENCE

Watch Tower, Krugersdorp - *Translator*

JANUARY 2012 - PRESENT

- Accurate Translation of Documents and Content, converting written material from one language to another while maintaining the original meaning, tone, and context.

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- Proofreading and Editing Translations, ensuring translated texts are free from errors, grammatically correct, and aligned with the client's style guide or industry standards.
  - Cultural Localization and Adaptation, adapting content to reflect cultural sensitivities and local practices, making translations relatable and appropriate for the target audience.
  - Terminology Research and Management, conducting thorough research to accurately translate specialized terms and maintaining glossaries to ensure consistency across translations.

### Watch Tower, Krugersdorp - *Voice Over Artist*

JANUARY 2011 - PRESENT

- Perform Voice-Over Narration for various projects including audiobooks, educational videos, and animations, delivering engaging and clear narration tailored to the target audience.
- Character Voice Creation for various characters, showcasing versatility in vocal range and emotional depth to bring characters to life.
- Script Interpretation and Adaptation, analyzing and understanding scripts to deliver performances that align with directorial vision and project objectives.
- Audio Editing and Post-Production, utilizing sound editing software (Audacity) to refine and enhance voice recordings, ensuring high-quality audio output.
- Collaborate with Production Teams, working closely with directors, producers, and sound engineers to meet project requirements and timelines.
- Voice-Over Project Management, overseeing voice-over projects from conception to completion, ensuring that all elements of the voice-over production meet quality standards and deadlines.
- Client Communication and Feedback Incorporation, engaging with clients to understand their needs, receiving feedback, and making necessary adjustments to voice-over deliveries to meet client satisfaction.

### Watch Tower, Krugersdorp - *Transcriber*

JANUARY 2016 - PRESENT

- Accurate Transcription of Audio and Video Files, converting spoken language into written form with high accuracy and attention to detail, including diverse accents, dialects, and industry-specific terminology.
- Proofreading and Editing Transcripts, ensuring the accuracy, grammar, and formatting of transcribed texts meet stringent quality standards.
- Timecoding and Synchronization, adding precise time codes to transcripts to synchronize text with audio and video, facilitating ease of use in subtitles and closed captions.

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- Confidential Handling of Sensitive Information, adhering to strict confidentiality protocols to safeguard sensitive or proprietary information encountered during transcription.
  - Rapid Turnaround Times, efficiently managing workload to deliver accurate transcripts within tight deadlines, contributing to project continuity and client satisfaction.
  - Multilingual Transcription Services, offering transcription services in multiple languages, expanding client reach and accommodating diverse project requirements.
  - Adaptation to Various Transcription Styles, versatile in applying different transcription styles and guidelines (verbatim, non-verbatim, intelligent verbatim) based on project needs.

## EDUCATION

Allendale Secondary School, Witbank - *High School Diploma*

JANUARY 2007 - DECEMBER 2009

## QUALIFICATIONS

Top Transcribers Course – *Top Transcription Academy*

APRIL 2024