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| |  | | --- | | **CV OF** |   **CONFIDENCE LESEGO MAJE** |

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| **PERSONAL DETAILS** |

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| **Surname** | **Maje** | | |
| **First Names** | **Confidence** |  |  |
| **Race** | **Black** |  |  |
| **Postal Address** | **15366 Albatros Street, Protea Glen, Ext. 16, Soweto** | | |
| **Residential Area** | **15366 Albatros Street, Protea Glen, Ext. 16, Soweto** | | |
| **Identity Number** | **691231 5399 08 9** | | |
| **Contact Number** | **(+27)72 132 4911** | | |
| **Email Address** | [conf.maje@yahoo.com](mailto:conf.maje@yahoo.com) | | |

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| **SCHOOLING** |  | | |
| **Highest Standard Passed** | Matric | **Institution** | Kgomotso High School |
| **Year Passed** | 1987 | **Subjects** | * English * Setswana * Afrikaans * Biology * Geography * Agriculture |

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| **ADDITIONAL TRAINING** | **Institution:** W. B. & T. Society (Translation and Printing Company) (From 1988-2006)  **Courses:** Translation Course in Improved English Comprehension Course on Meaning Based Translation Language Workshops, Editing and other  **Institution:** Lancet Laboratories (From 2006)  **Courses:** Meditech Training Training on Customer Service & Quality Assurance Training on Health and Safety  **Institution:** Westcol College of Education  **Courses:** Marketing Management Management Communication Entrepreneurship Sales Management Labour Relations |

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| **ACHIEVEMENTS** | * Promoted as Team Supervisor for excellent performance shown * Managing teams of different sizes * Develop ability as a public and motivational speaker |

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| **PROFESSIONAL ASSOCIATION** | South African Translators Institute - freelance translation |

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| **COMPUTER SKILLS** | Microsoft Word, Microsoft Excel, Microsoft PowerPoint, WTS (Translation Program) Meditech, Data Capturing, and Touch Typing (55 wpm) |

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| **CAREER DETAILS** |

(From most recent)

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| **PRESENT COMPANY** | **Tuming Lee Studios** |
| **EMPLOYMENT DATES** | November 2010-Present |
| **PRESENT POSITION** | Freelance Transcriptionist and Translator |
| **RESPONSIBILITIES & DUTIES** | * Translation between English, Setswana and Zulu * Data capturing * Proofreading to check grammar, language flow, accuracy of statements, etc. * Writing and editing documents * Transcribing * Voiceover |

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| **PRESENT COMPANY** | **Lancet Laboratories** |
| **EMPLOYMENT DATES** | November 2006-October 2010 |
| **PRESENT POSITION** | Registration Clerk; Receptionist |
| **RESPONSIBILITIES & DUTIES** | * Receiving, sorting, and shipping blood samples * Data capturing, accurately and timeously * Phoning out results * Resolving queries * Perform random quality control checks * Basic housekeeping |

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| **PREVIOUS COMPANY** | **W. B. & T Society (Publishing)** |
| **EMPLOYMENT DATES** | January 1988 – November 2006 |
| **POSITION HELD** | Translation Administrator |
| **REASON FOR LEAVING** | Changed family circumstances |
| **RESPONSIBILITIES & DUTIES** | * Translation editing from English to Setswana and from Setswana to English * Grammatical check and proofreading language flow * Translate books, magazines, brochures, tracts and more * Supervise a team and facilitate work processes * Final check of work before forward for print * Action quality control to ensure reliable performance * Engage in recruitment of new members to join the team * Set up and manage induction program for new members * Organize and conduct weekly meetings and delegate action points * Administer in-house filing system and maintain * Direct language interpretation at seminars and conventions * Instructor on Meaning Based Translation Course * Conduct weekly courses on public speaking * Regularly delivering motivational speeches to both small and large audiences * Supervise handling of accounts and periodic auditing * Manage human resource needs for department |

**REFERENCES**

**Please only give us references we can contact**

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| **PREVIOUS EMPLOYER** | Lancet Laboratories |
| **PERIOD OF EMPLOYMENT** | From 2006 till 2010 |
| **POSITION HELD AT COMPANY** | Admin Clerk |
| **TELEPHONE NUMBER** | 011 671 8700 |
| **NAME OF SUPERIOR** | Tinel Pretorious |
| **DESIGNATION** | Lab Manager |

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| **CURRENT EMPLOYER** | Tuming Lee Studios |
| **PERIOD OF EMPLOYMENT** | Currently working as a Freelancer |
| **POSITION HELD AT COMPANY** | Freelancer |
| **TELEPHONE NUMBER** | 084 575 5120 |
| **NAME OF SUPERIOR** | Tuming Lee Magongoa |
| **DESIGNATION** | Project Manager |

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| **CURRENT EMPLOYER** | ST Communications |
| **PERIOD OF EMPLOYMENT** | Currently working as a Freelancer |
| **POSITION HELD AT COMPANY** | Freelancer |
| **TELEPHONE NUMBER** | +27(0)21 789 1300 |
| **NAME OF SUPERIOR** | Jacky Smith |
| **DESIGNATION** | Project Manager |