

CURRICULUM VITAE OF MASHIGOANA SEGABUTLELE JACOB

PERSONAL PROFILE

NAME : Segabutlele Jacob
SURNAME : Mashigoana
GENDER : Male
DATE OF BIRTH : 11/04/1989
NATIONALITY : South African
HOME LANGUAGE : Sepedi
PERSONAL CHARACTER : Reliable, idealistic and hardworking
DRIVER'S LICENSE : Code 10

LANGUAGE PROFICIENCY

LANGUAGE	SPEAK	WRITE	READ
ENGLISH	GOOD	GOOD	GOOD
SEPEDI (Northern Sotho)	GOOD	GOOD	GOOD

CONTACT DETAILS

CONTACT NUMBER : 079 474 0973
E- MAIL ADDRESS : jacobmashigoana@gmail.com/sjkegona@outlook.com
POST ADDRESS : 20062 Mmotwaneng Ga-mashegoana,
PO Box 489
Sekhukhune
1124

EDUCATION DETAILS

HIGHEST GRADE PASSED : Grade 12
SCHOOL : Kgalatlou High School
YEAR : 2006
SUBJECT : Accounting, Mathematics, Sepedi, English,
Business Economics, Economics, Mercantile Law

TERTIARY EDUCATION

COURSE : Carpentry and Joinery
INSTITUTION : Ekurhuleni Artisans & Skills Training Centre (Pty) Ltd
DATE : 8 July 2019 TO 26 July 2019
PRACTICAL COMPONENTS : Safety, Hand Tools, Power Tools,
Measuring Equipment, Basic Joints
PRACTICAL PROJECTS : Push Stick, Bench Hook, Medicine Cabinet,
Towel Rack, Key Holder

1. WORK EXPERIENCE

Companies : Lion-bridge and Sawa-tech, Google, SATI, Wordbank, Bayan-tech, Watch Tower Bible Tract and Society of Jehovah's Witnesses of South Africa in Krugersdorp
Position : Translator, Interpreter, Proof-reader & Editor (Freelance)
Duration : January 2011-Present

DUTIES AND RESPONSIBILITIES

- Translation of written documents from English to Northern Sotho using WTS.
- Reviewing, editing and proofreading documents before sending for publishing.
- Attended the TTC (Translation Training Course) provided by Watchtower. (**Note:** No certification offered to employees)
- Usage of CAT tools such a MemoQ, Trados, Opera-mini, Polyglot, Smartling and Passolo.
- Have been a Freelance translator for 9 years in English to Northern Sotho (Sepedi).

CERTIFICATE OF RECOGNITION

Awarded SA Translator's Institute Certificate of Recognition : May to December 2020

2. WORKING EXPERIENCE

Company : Served as a non-salaried member of a religious order supported by Watch Tower Bible Tract and Society of Jehovah's Witnesses of South Africa in Krugersdorp Member of religious order
Position : Secretary & Digital Publisher/Composer
Duration : March 2015- January 2019 (Full-Time)

DUTIES AND RESPONSIBILITIES

1. Secretary

- Ensure the effective flow of information and documents to and from the responsible offices
- Provide the administrative support in the office of Translation
- Received a training as a liaison between their RTOs (Regional Translation Offices). 14 of them in South Africa, Botswana, Swaziland and Namibia
- Ensure safekeeping of documentation
- Compile, type and distribute documents correspondence, reports and documents and administer the in and out flow of correspondence.
- Recording office expenditure and filing receipts
- Organizing training and induction for new staff
- Creating invoices, filing receipts and dealing with financial documentation
- Managing purchase orders and invoices for the entire offices
- Screening calls and taking messages
- Making travel and accommodation arrangements for Overseers

2. Digital publisher/ Composer

- Design Publications using MEPS Programming
- Creation of PS and EPS files for Printing
- Participated in student training

KNOWLEDGE AND SKILLS

Computer literacy skills (Advanced knowledge of Ms Word, Excel, PowerPoint, Ms Publisher)

Typing speed of 50wpm

Report writing and presentation skills

Communication skills (verbal and written)

Ability to work in a team

Ability to work under pressure in a changing environment

Good interpersonal skills

Research skills

Ability to explain complex ideas simply

Ability to work multiple tasks simultaneously

Time Management skill

Ability to work in a very high confidential environment

REFERENCE

NAME : Mr. Mdlalo Liyabona
COMPANY : Human Resource Research Council (HRRC)
DESIGNATION : Manager
CONTACT NUMBER : 063 313 1923

NAME : Mrs. Maria Villarreal
COMPANY : Wordbank
DESIGNATION : Project Manager
CONTACT NUMBER : +1 720 359 1580
COUNTRY : Denver, Colorado 80202 (USA)
EMAIL : maria_villarreal@wordbank.com

NAME : Mrs. Theresa Bender
COMPANY : SA Translator's Institute (SATI)
DESIGNATION : Executive Director
CONTACT NUMBER : (+27) 76 632 0211
EMAIL : registrar@translators.org.za

NAME : Yao Rene
COMPANY : Sawa-Tech
DESIGNATION : Project Coordinator
CONTACT NUMBER : (+27) 87 550 1151
EMAIL : yao.rene@sawa-tech.com / production@sawa-tech.net

NAME : Nala Solomon
COMPANY : Swa-Tech
DESIGNATION : Associate Project Manager
CONTACT NUMBER : (+27) 87 550 1151
EMAIL : Nala.Solomon@sawa-tech.net