**Resume of**

**Katlego Desiree Skosana**

**Personal Details**

**Surname:** Skosana

**Full names:** Katlego Desiree

**Gender:** Female

**Date of birth:** 1994 March 08

**Nationality:** South African

**Languages:** English, Setswana & Ndebele

**Contact details:** +27 60 330 1909

skosanakd@gmail.com

**Home address:** A-740 Empumelelweni, KwaMhlanga

Mpumalanga

1022

**Profile**

**Professional Summary**

I’m a young vibrant woman who is always on the look for new opportunities to employ my skills and capabilities to good use. Have an ability to think logically to solve problems and to work under supervision. Possessing an excellent communication skills and an ability to communicate professionally with people at all levels and adapt quickly to new environment.

Delivering excellent translation services while meeting all requirements and deadlines in freelance positions.

Ensuring seamless style, context, and overall meaning in the target language for all translated materials while applying proper language parameters such as grammar, syntax, semantics, and appropriate terminology.

Maintaining stringent confidentiality concerning both clients and translated materials.

Organized and personable with an outstanding reputation for my dedication and superior work ethic.

**Skills & Abilities**

**Computer skills:**

* + - * Operate Microsoft Windows PC
      * Touch type & data capturing

**Education**

**Secondary**

**Institution:** Mmabatho High School

**Period:** 2007-2012

**Subjects:** English, Setswana, Life Sciences, Physical Science, Mathematics, Geography & Computer Applications Technology

**Tertiary**

**Institution:** INTEC College

**Period:** 2018-Current

**Qualification:** Marketing Management

**Work Experience**

**Period:** 2018-present

**Company:** Transperfect

**Position:** Translation

**Work description:** Translating medical documents into Setswana language.

**Period:** 2018-present

**Company:** Somakhawula Language Consultancy

**Position:** Supervisor

**Work description:** Supervising interpreters work flow.

**Period:** 2019-present

**Company:** Absolute Translations

**Position:** Translation

**Work description:** Translation of marketing survey documents into Setswana language.

**Interests & Activities**

**Hobbies:** Keeping up to date with the latest developments on social platforms.

Reading books, listening to music, being around with friends, meet new people, swimming & jogging.

**References**

**Name:**  Bongane Skosana

**Position:** Supervisor

**Contacts:** 083 341 5975

**Name:**  France Mahlangu

**Position:** Supervisor

**Contacts:** 0732023583