**Ms. Mmatlou Jerida Malatji**

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**Personal Profile**

I am a passionate innovative Linguist who has completed three degrees: Bachelor of Arts Degree, with Communication Studies and Translation Studies as major subjects; Bachelor of Honours Degree in Translation Studies and Linguistics and Masters of Arts Degree in Translation Studies and Linguistics at the University of Limpopo; currently registered for my PhD with specific interest in Sociolinguistics- Language Policy and Language Planning.

**Key Skills**

**My Degree and research studies empower me with:**

* Research knowledge, and research writing skills (qualitative and quantitative);
* Knowledge of language policies, language acquisition and cultural dynamics;
* General knowledge of sociolinguistics
* Translation and interpreting skills (theory and practice);
* Terminology development skills;
* Editing, proofreading, translating, content writing, and proposal writing;
* Communication and marketing skills;
* Public speaking and presentation skills and
* Computer literacy

**My work experiences have capacitated me with these skills:**

* Project management
* Conference planning and coordination
* Academic administration
* Attention to details
* Records management
* Events coordination and management
* Administration and filing
* Email and communication mannerism
* Work as a team member
* Perform well under pressure
* Decision making and problem solving skills
* Negotiation skills

**Career Progression**

1. **Language Freelancer**

 Companies: - East African Language Solutions

 - Babelos

 - Flory Multilingual Communications

 - SwahiliSpace

 - Save the Children South Africa

 - Jay Researchers (Pty) Ltd.

Duration: 2014- present

Responsibilities: - Translating

 - Editing

 - Proofreading

 - Transcribing

 - Language project coordinating

 - Management of 6-10 Freelance Translators

 - Editorial review of translated documents

 - Headhunting and assessing freelance translators

1. **Postgraduate Residence Student Assistant**

University of Limpopo

Residence and Administration Office

Duration: 31 January 2018- 30 April 2018

Responsibilities: - Office administration

* Filing student residence documents
* Attending to student queries
* Attending students’ case hearings
* Distributing tissues, keys, candles, etc. to postgraduate block representatives
* Overseeing the smooth communal lodging of approximately 360 postgraduate students
* Liaising with various offices to resolve residence/ student related issues
1. **Faculty Administrative Student Assistant**

University of Limpopo, Faculty of Humanities

Office of the Faculty Assistant Registrar

Duration: 01 May 2018- 30 September 2018

Responsibilities: - Filing student records

 - Attending to student queries

 - Office administration

 - Assisting in compiling faculty graduation lists

1. **Research Assistant to the NRF Rated Faculty of Humanities Research Professor**

University of Limpopo, Faculty of Humanities

Duration: 01 October 2018- 31 May 2019

Responsibilities: - Office administration

 - Record keeping and management

- Administering the Theologia Viatorum: Journal for Theology and Religion in Africa

- Assisting with NIHSS Northern Corridor conference and workshop arrangements

 - Assisting with Spring Lecture preparations

 - Report writing

 - Preparations for postgraduate students’ workshops and conferences

 - Liaising with the University Research Office

1. **Student Assistant**

University of Limpopo, Faculty of Humanities

Department of Translation Studies and Linguistics

Duration: 01 March 2017- November 2017

Responsibilities: - Office administration

 - Attending to student queries

 - Marking of scripts and entering marks

 - Assisting during class lectures

1. **Communication and Marketing officer**

Unity in Fellowship (NGO)

Duration: July 2012- June 2018

Responsibilities: - Co-planning youth conferences and camps

 - Report writing

 - Overseeing the hospitality and logistics departments

 - Speech writing

 - Liaising with guest speakers

 - Coordinating program participation and youth engagement throughout the conference

1. **Part-time Tutor**

Hwiti High school

Department of Languages

Duration: 01 April 2009- 30 March 2012

Responsibilities: - Assisting with marking scripts and entering marks

 - Assisting with English classes

 - Tutoring afternoon and Saturday English classes

**Education Summary**

**Secondary Education**

Hwiti High School

**Grade 12**

Year Obtained: 2008

Subjects: Sepedi, English, Accounting, Economics, Business Studies, Mathematical Literacy, Life Orientation

**Tertiary Education**

1. University of Limpopo

**BA Degree**

Year obtained: 2014

Courses:

* Communication Studies (Composed of modules of Integrated Marketing, Public Relations and Interpersonal Communication),
* Northern Sotho
* Translation studies and Linguistic Studies
1. University of Limpopo

**BA Honours Degree in Translation and Linguistic Studies**

Year obtained: 2016

Courses:

* Research methodology
* Lexicography
* Interpreting theory
* Interpreting practice
* Psycholinguistics
1. University of Limpopo

**Master of Arts Degree in Translation and Linguistic Studies**

Year: 2018

Courses:

* Research writing (report)
* Generative Syntax
* Semantics and Pragmatics
* Language Policy and Planning
* Advanced Psycholinguistics
1. University of Limpopo

**Doctor of Philosophy (Translation Studies and Linguistics)**

Research field: Sociolinguistics- Language Policy and Planning

Year: Current study

**Other certificates**

1. American Peace Corps

Trainer of trainers (facilitator)

Year: 2015

1. Computer Literacy Certificate

Year: 2018

**References**

1. Ugoriji Nnanna

Babelos

Project Manager

+234 (703) 8039197

pm1@babelos.net

1. Mrs S Vander Merwe

University of Limpopo

Faculty Assistant Registrar: Humanities

015 268 2975

1. Professor MA Masoga

University of Zululand

Previous Line manager

MasogaM@unizulu.ac.za

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