

CONTACT

Nokuthula Admire Kunene

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Cosmo City
Randburg
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EDUCATION

- Dec 2022
 - **Tshwane University of Technology**
National Diploma in Language Practice
- Dec 2016
 - **Langeni Combined School**
Matric

EXPERIENCE

- 12/2023 - Current
 - **Part-time Interpreter**
National Bargaining Council for the Private Security Sector
Rendering interpreting services.
- 01/2023 - 12/2023
 - **Court Casual Interpreter**
Louwsburg Magistrate Court
 - Interpret between defendant, attorney, prosecutor and judge during hearing and trials in criminal court.
 - Provided translation services for legal documents.
 - Administrative support functions.
 - English/IsiZulu translation and interpretation services.
- 01/2019 - 12/2019
 - **Receptionist**
Rivernorth Commercial School
 - Greeting visitors.
 - Handling queries and complaints via phone, email and general correspondence.
 - Transferring calls as necessary.
 - Taking and ensuring messages are passed to the appropriate staff member in time.
 - Managing meeting room availability.

SKILLS

- Computer proficiency • Good communication (written and verbal) • Language services
- Customer services • Editing • Proofreading • Translation • Interpreting • Transcription • Bilingual
- Mission accomplishment oriented • Emotional intelligence • Adaptability • Active listening
- Multitasking • Teamwork • Interpersonal • Problem solving ability • Decisive • Integrity
- Analytical thinking • Time management • Attention to detail • Organising • Research skills

OBJECTIVE

As a recent graduate, I am seeking a role which allows me to continue learning and perfecting my skills as I provide high-quality work, and encourages me to flourish as a language practitioner.

LANGUAGES

- English (Professional) • IsiZulu (Native) • IsiXhosa (Professional) • IsiNdebele (Professional)
- IsiSwati (Intermediate)

REFERENCE

- **Sipho Mashiane - National Bargaining Council**
Dispute Resolution Manager
010 010 9237/082 619 7310
- **Miss Nene - Louwsburg Magistrate Court**
Senior Court Interpreter
081 706 8233

- **Mr Gumede - Rivernorth Commercial School**
Principal
012 767 8677