



RONNEL MAKHAFOLA

TRANSLATOR
AUDIO EDITOR
CLERICAL/ SECRETARIAL WORK
VOICE-OVER ARTIST & COACH
Administration

PROFILE

I am very hard working and I can attempt to do any given job if given the opportunity. I can work well under pressure. The work I was previously doing included mechanical checking and text analysis, giving text analyzers work. As extra murals I did gardening and landscaping. I am a fast learner and determined hence I was used in different avenues of work, and I also complete the work I am given efficiently. I have good communication skills which keep the working environment healthy. I believe hard work and team work are the dreamwork.

CONTACT

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References:
Emmanuel Kutumela (Translation Project Manager):
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Koketšo Rakolota (Translation Project Manager):
T: 079 019 2847
E: dominant45@hotmail.com

COURSES AND EDUCATION

HIGH SCHOOL

- Graduated Grade 12

Translation, Computer and Voice Acting

- Translation Techniques Course at Watchtower
- Computer Literacy Skills at Watchtower
- Voice Actor and Voice Coach for a couple of Videos at Watchtower

WORK EXPERIENCE

Watchtower, Translator

01/08/2019–31/05/2022

Translated big and small video and text projects for Sepedi and deadlines were always met on time.

Watchtower, Voice Coach

01/08/2019–31/05/2022

Coached different voice-over artists for large audio books and videos for the Sepedi Language.

Watchtower, Secretary and Administration

01/11/2021–31/05/2022

Made meeting schedules, minutes and made sure translation projects were submitted on time. Assisting employees with organizing and planning work to meet deadlines. When employees needed help with research I was their go to guy.

SKILLS

Secretarial...	75%
Audio Editing	70%
Translation	80%
Voice Acting	78%
Voice Coach	50%