


# TSHEGOFATSO MAMPHOKO

TRANSLATOR, COPYWRITER,  
FREELANCE WRITER AND  
STUDENT

## CONTACT

 (+27) 82 229 5875

 tmamphoko@gmail.com

 Pretoria North, Gauteng, South Africa

## SKILLS

Interpretation  
Communication  
Journalism  
English Writing  
Ethics  
Script Writing  
Digital Media  
Foreign Language

## EDUCATION

HIGH SCHOOL DIPLOMA (NSC)

HOERSKOOI LANGENHOVEN

2014-2016

MATRIC 2016

DIPLOMA IN JOURNALISM

ALISON: EMPOWER YOURSELF

2023

BACHELOR OF SOCIAL SCIENCE

BOSTON CITY CAMPUS

2023

MAJORING IN PSYCHOLOGY AND SOCIOLOGY

## LANGUAGES

English 

Korean 

Japanese 

## PROFILE

Content writing professional with 2 years of experience in social media management, website management, content marketing, and branding. With a diploma in journalism and aspiring a web dev certificate. Excellent communication skills, outreach and writing skills. Korean immediate speaker and basic Japanese

## WORK EXPERIENCE

### VIRTUAL ASSISTANT

MZANSI BRIDE

2021

- Respond to emails and phone calls.
- Schedule meetings.
- Managing social media accounts and the company website
- Manage a contact list.
- Prepare customer spreadsheets and keep online records.
- Organize managers' calendars.
- Perform market research.
- Create presentations, as assigned.
- Provide customer services

- Attended and worked a Masterclass
- Tracked sales
- Managed client profiles
- Content marketing
- Data entry

### CONTENT MARKETER

SAM EKURE PHOTOGRAPHY

2022

- Perform Market research
- Managed social media accounts
- Created presentation, as assigned
- Revamped LinkedIn account

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## EXPERTISE

- Culture and Arts translation
- Social media management
- Marketing services
- Research and data analysis
- Copywriting
- Proof-reading
- Content strategy
- Journalism
- Memory
- Mixology and preparation

## REFERENCES

### MZANSI BRIDE

 (+27) 82 696 2922

 (+27) 82 387 6395

### AIMEE MAY

 aimeemaydonofrio@gmail.com

### HITV

 hanjtv@greatyun.com

## WORK EXPERIENCE

### Ko>En Translator

HITV - Shanghai Baoyun Network  
Technology Co.,Ltd

2021-

- Reading and researching documents and terminology
- Convert text and audio recordings from Korean to English
- Ensuring translated content conveys its original meaning and tone
- Preparing subtitles for videos.
- Proof-read translated texts for grammar and spelling and punctuation accuracy
- Follow-up with internal teams members and clients to ensure translation needs
- Edit content with an eye toward maintaining its original format
- Network with field experts to stay current on new translation tools and practices.

### BARTENDER

BATTALION - ULTRA 2023

2023

- Ensured a clean working station
- Verifying all cash and credit card transactions
- Processing payments
- Making recommendations
- Making and serving drinks

### BARTENDER

BATTALION - MONSTER JAM 2023

2023

- Ensured a clean working station
- Verifying all cash and credit card transactions
- Processing payments
- Making recommendations
- Making and serving drinks

# TSHEGOFATSO MAMPHOKO

TRANSLATOR,  
COPYWRITER, FREELANCE  
WRITER AND STUDENT

TO WHOM IT MAY CONCERN,

My name is Tshegofatso Mamphoko and I am Social science undergraduate student from Boston City Campus focusing on Psychology, Sociology and Anthropology. I recently passed my tests and attained a diploma in journalism, with Alison. I wish to be considered for a position in your company

At Boston City Campus, my education involves classes in various fields such as psychology, sociology and anthropology including public discourse law, project management and geography of politics. with Alison, I am undertaking a diploma in Journalism, basic proofreading, digital advertising and marketing, basic copy-editing and copywriting persuasive content writing certificates.

In the meantime, I am a Korean-English translator, taking on projects that entail translation and subtitle transcription of Korean movies and dramas. I am a KCC supporter who promotes Korean culture and cultural events at KCCSA. I have ghostwritten an unpublished project on a crime thriller series.

I am eager to learn and develop my skills further. I will apply myself fully to the position and prove an asset. Thank you for taking time out of your schedule to consider me for a job. I was to get to know you and your company and I am hoping to hear from you soon

SINCERELY,



TSHEGOFATSO MAMPHOKO