

ZELDA JOUBERT

PROFFESIONAL SUMMARY

Determined worker who excels at oral/written communication and administration work. Adapts quickly, fast learner, hard-working and self-motivated with a positive attitude. I work with honesty, sincerity and professionalism.

EXPERIENCE

- 2022 - Present** **MissionTranslate (Part time)**
Transcriber and editor, Remote
Listening to audio and converting into text format.
- Feb 2022 - Present** **Maj3 (Part time)**
Executive assistant, Remote
Sending invites on LinkedIn and interacting with clients on LinkedIn.
- Jan 2022 - Sept 2022** **Appen (Project)**
Transcriptionist, Remote
Listening to audio files and converting into text format.
- Aug 2022 - Sept 2022** **Future Trans (Project)**
Transcriber, annotation and labeling, Remote
Listening to audio and converting into text format.
- Feb 2022 - Jul 2022** **DataNomad (Project)**
Subtitler and QA, Remote
Listening to audio and converting into text format corresponding with the video.
- April 2022 - May 2022** **BeTranslator (Project)**
Afrikaans Specialist, Remote
Creating Excel documents with specific information, translating from English to Afrikaans.
- Sept 2021 - Feb 2022** **Transperfect (Project)**
Transcriber and QA, Remote
Listening to audio files and converting into text format
- 2020 - 2020** **Private Residence**
Nanny , Pretoria
•Implementing routines.
•Planning daily schedule.
•Created age-appropriate activities that taught children about numbers, colors, letters etc.

SKILLS

Hard Skills

Computer Literate	●●●●●●●●
Microsoft office	●●●●●●●●
Office administration	●●●●●●●●
Written Communication	●●●●●●●●

Soft Skills

Communication	●●●●●●●●
Detail-oriented	●●●●●●●●
Discretion and trustworthy	●●●●●●●●
Flexibility	●●●●●●●●
Multitasking	●●●●●●●●
Organizational	●●●●●●●●
Reliable	●●●●●●●●
Time management	●●●●●●●●

CONTACT

🏠 Johannesburg
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● 2011 - 2017

Discovery

Private secretary to broker, Durban

- Arranged schedule.
- Composed, sent, received, and distributed correspondence through letters and emails.
- Handled customer questions and complaints with professional courtesy.
- Analysis, filling and reports.
- Training.

● 2008 - 2010

Prosperoh Direct

Call Centre manager, Durban

- Acknowledged customer issues and resolved their problems quickly and efficiently.
- Collaborated with colleagues to discuss market information and strategies.
- Contributed to the department's sales initiative, which enhanced the company's revenue.
- Fulfilled administrative duties.

● 2005 - 2007

Dolphin Bowl

Waitress, Durban

- Delivered outstanding customer service by serving food and drinks to guests.
- Ensured all meals served to patrons met quality standards.
- Helped resolve guest problems by remaining positive, friendly and respectful.

● 2002 - 2004

City Property

Assistant to agents, Pretoria

- Administrative work for real estate agents.
- Answering telephones.
- Filling.

EDUCATION

● 2003 - 2007

Didaskos Private Christian School

Durban

Matric

● 1997 - 2002

Hendrina gekombineerde skool

Hendrina