



# ZELDA JOUBERT

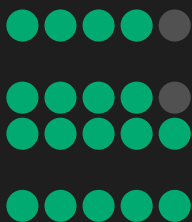
## PROFFESIONAL SUMMARY

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.

## SKILLS

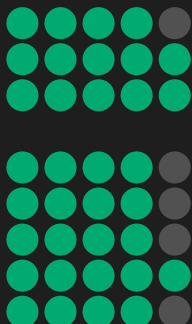
### Hard Skills

Computer  
Literate  
Microsoft office  
Office  
administration  
Written  
Communication



### Soft Skills

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



## 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.

## CONTACT

🏠 Johannesburg  
☎ 082 525 3572  
✉ zeldajou@gmail.com

● 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.
- Filing.

## **EDUCATION**

● 2003 - 2007

### **Didaskos Private Christian School**

Durban

Matric

● 1997 - 2002

### **Hendrina gekombineerde skool**

Hendrina