



## **Resume - Ayanda Goboza**

### **Contact information**

**Home Address: 92 Buffalo Road, King Williams Town**

**Date of birth: 23 January 1987**

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**Mobile: 0605295792**

**Other: 06556811567**

**Skype: live:..cid.4d7b795**

**LinkedIn: [linkedin.com/in/ayanda-goboza-b78453a4](https://www.linkedin.com/in/ayanda-goboza-b78453a4)**

**<https://www.proz.com/profile/3264173>**

### **Profile**

As a professional committed to delivering measurable results, I have honed my skills to effectively represent the Client's needs and gather data analytics for successful Customer Success representation. Along with my experience as a Freelance Linguist working with global agencies, I have been expanding my skills into other fields, specifically technical security, cloud computing, and data analytics. With an

analytical and critical thinking mindset, I am confident in my ability to analyze complex data sets and identify key insights to drive business growth. Additionally, I have developed a strong Customer Success representation skill set, ensuring that I represent clients and understand their specific needs and desires to create a fruitful relationship. As someone who is results-focused, I have utilized my technical expertise to consistently ensure that customers are satisfied and renew their contracts. With my background in business administration and management, I am skilled in project management, allowing me to successfully lead projects from conception to completion. Outside of work, I enjoy reading about the latest trends in technology, particularly data analytics and Artificial Intelligence (AI). I am looking forward to connecting with talented recruiters who are looking for versatile professionals.

## **To whom it may concern.**

### **RE Application for employment**

**I hereby forward my curriculum vitae.**

Dear Hiring Manager,

I am writing to express my keen interest in a Translator position at your esteemed company. As a highly motivated professional, I am excited about the opportunity to join your team and contribute my skills, knowledge, and expertise to help your company achieve its goals.

As someone who is eager to learn and grow, I believe that this position will help me acquire new skills, improve my existing ones, and expand my knowledge of the translation industry. I am confident that working with professionals like yourself will help me achieve my career goals while contributing to the success of the company.

My extensive background experience in marketing, technical support, gaming, business, history, management, finance, editing legal documents, and translations. Film and TV Series titles, descriptions, cast/director, and other metadata will enable me to make an immediate contribution to your team. I take pride in my impeccable proofreading skills, extensive research, writing abilities, and translating expertise.

In addition to my existing skills, I have experience in HT, MTPE, XTM Cloud 13.0, Trados Studio, MemoQ, WordBee, Smartcat, Memsource, Smartling, and Wordfast. I am highly skilled in legal terminology, commercial and education areas, marketing processes of projects encompassing translation, proofreading skills, and allowing self-editing before submission. A unique quality assurance process that is taken from industry best practice has helped me service a wide variety of clients.

I approach all work with a positive work ethic, efficiency, commitment, and integrity with attention to detail. I am excited about the possibility of becoming a valuable member of your team, learning more, and growing with your company.

Thank you for considering my application. I look forward to the opportunity to further discuss my qualifications and how I can contribute to your company's success.

Sincerely,

Ayanda

### **Educational Background**

**Qualification Matric** - 2007 subjects- English, Afrikaans, History, Business economics, Travel and Tourism, Biology

### **Tertiary Qualification**

**Damelin College** (SAIM) – Business Management 02/08-11/09

Certificate

Diploma Business Management 02/13-11/16 completed (**NQF Level 6**)

Business Management



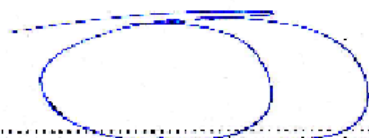
FIG NO: 20154143

South African Police Service

# Clearance Certificate

INLE is to certify that no conditions have been prescribed for any crime as the accused of South African Passports

INVASION NO : 4077000  
 DATE OF BIRTH : 1987-05-23  
 PLACE OF BIRTH : NYINYI, ZIMBABWE  
 TITLE : MR  
 SURNAME : CSIRO  
 PASSPORT NO :  
 NAME : ZINZIBO, WITHEGO



The National Commissioner of the South African Police Service  
**Capt. P.M Zinserling**

SUID-AFRIKAANSE POLISIEDIENS  
 SAPD KR & MTB  
 PRIVAATSAK/PRIVATE SAK X 208  
 2022-01-12  
 PRETORIA 0001  
 SAPS CR & CSM  
 SOUTH AFRICAN POLICE SERVICE

Note  
 Passport data is supplied by the passport  
 information is available to law enforcement agencies for the purpose of law enforcement  
 SAPS Criminal Record Centre, Private Bag 509, Pretoria 0001  
 E: ml14080202@cap.gov.za  
 T: +27 12 383 3838  
 Fax: +27 12 383 3838



# South African Institute of Management

THIS IS TO CERTIFY THAT

**AYANDA GOBOZA**

HAS SUCCESSFULLY COMPLETED

Distinctions \*\* SELF MANAGEMENT

Exemptions \* MANAGEMENT PRINCIPLES\*\*

BUSINESS COMMUNICATION

BUSINESS ACCOUNTING

MARKETING MANAGEMENT PRINCIPLES

HUMAN RESOURCE MANAGEMENT PRINCIPLES

MANAGEMENT PRACTICE

MICRO ECONOMICS - A

MACRO ECONOMICS - B

BUSINESS LAW PRINCIPLES

MARKETING MANAGEMENT PRACTICE

HUMAN RESOURCE MANAGEMENT PRACTICE

SAIM no: 11456

AND IN TESTIMONY WHEREOF HAS BEEN AWARDED THE

# Diploma

IN BUSINESS MANAGEMENT

EXECUTIVE DIRECTOR

REGISTRAR

GIVEN THIS

2<sup>nd</sup>

DAY OF

December

20 16



SAQA ID 67690

## **Working Experience**

### **Department of Education**

Job description - Examination Assistant 01/10-11

: Assisting with examination marking papers

### **Department of Cita**

Job description – Data capturing and capturing 12/11-12/12

### **Rooseveld Quantity Surveyors**

Job description- Field Administrator 02/13-12/14

### **Freelance Translator - Current 2016**

Bilingoplus.com (Ukrainian Translation Provider)

Appen.com (China)

Transperfect (USA)

## **Languages**

### **Native English**

### **Afrikaans**

### **Dutch**

### **Spanish**

### **German**

## **References**

Mr.E.J.Basson: Manager – Dep of Education NO: 0832859417

Mrs. F. Bikitsha Head of Depot Center NO: 0867598017

Mr. P. Vass: Quantity Surveyor NO: 0727805194

Dymtro Tarusin NO: +38 (066) 9557127

Beatrice Baglio: bbglio@transperfect.com

## **Achievements**

**Best turnaround time in my classes by far**

**Constant good rating score on my Smartcat platform from clients.**

## Highest daily completion rate

### Soft Skills

- Python (Programming Language), Business Analysis , Advertising , Customer Relationship Management (CRM) , Data Analysis , CompTIA A Training Course Certification , Modernize, .NET Applications – Infrastructure as Code and CI/CD , Data Management, Management of Microsoft Office, Azure, Jira Quality Assessment.

### Knowledge of CAT tools

- MTPE, XTM Cloud 13.0, Trados Studio, MemoQ, WordBee, Smartcat, Memsource, Smartling, and Wordfast.

### Hard Skills

- Strengthening writing with great communication abilities, Deep understanding of culture, Honing sound translation judgment, and acquiring advanced knowledge of language.

### Typing skills

- View glossaries, consult reference materials, check previous translations, research internet sources, write comments or post-edits on.

### Information processing skills and basic programming knowledge skills

- Very important, especially for those who specialise in SEO Translation, IT, gaming, and other areas involving coding.

### Project management knowledge and skills

- coordination, teamwork, planning, and control techniques

### Research skills

- The ability to identify the right sources, choose between them, and effectively use what I find out is crucial if I want to complete my projects.

## **Business Skills**

- Commercial awareness - have a good and flexible understanding of how a business or industry works and what certain organizations want to achieve through products and services.
- Communication – I am well spoken in 3 official languages, writing, pay extreme attention to detail, and listen to others' points of view.
- Teamwork- Can delegate and manage others by building good, positive working relationships that help achieve goals and objectives.
- Negotiation and persuasion- I can express my way or view, but at the same time able to understand others where they come from, so both parties can get what they want and be positive about it.
- Leadership- I can be a motivator to the people I work with and set examples by meeting deadlines of tasks needed to be done.
- Ability to work under pressure- Can be calm facing difficult situations but yet be punctual to stay on track and avoid stressing.
- Confidence - Maintain balance in the workplace and not to come across as arrogant, but having as much confidence in my colleagues and the company we work for.

Kindest Regards,

Ayanda Goboza