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CURRICULUM VITAE

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TALITHA WILSNAGH

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PERSONAL DETAILS

Name : Talitha Wilsnagh

Date of Birth : Aug 24, 1971

Gender : Female

Identification : 710824 0046 08 0

Current Address : 716 Frederika Street
Rietfontein
0084

Postal Address : PO Box 49503
Hercules
0030

Nationality : South African

Marital Status : DIVORCED

Number of Dependents : 2

Health : Good

Criminal Record : None

Driver's License : C1

CONTACT

Telephone Number : N/A

Cellular Number : +27 - 082 561 3495

GENERAL PREFERENCES

Salary Range : Negotiable
Work Hours : Part / Full-time

SECONDARY QUALIFICATION**HIGHEST SCHOOL CERTIFICATE**

Grade : Grade 12
Year Completed : 1989
School : Elandspoort High School

FURTHER QUALIFICATION

Type : Diploma
Description : Dos & Windows Packages
Institution : Computer Training College
Year Completed : 1993

Type : Certificate
Description : Pastel
Institution : Computer Training College
Year Completed : 1993

PROGRAMS USED

EXCEL	WORD
SDL TRADOS 2011	SDL TRADOS 2017
POWERPOINT	

ACQUIRED SKILLS

CASH CONTROL / PETTY CASH	CORRESPONDENCE
CUSTOMER RELATIONS/SERVICE	DATA CAPTURING
FILING/INDEXING	INVOICING
REPORT WRITING	SWITCHBOARD
BANK CLERK	COUNTER CLERK
DIRECT SALES	STOCK CONTROL
TELESALES	PRESENTATIONS
PROMOTIONS	ACCOUNTS
ADMIN	SECRETARY
RECONCILIATIONS	PERSONAL ASSISTANT
WAGES	SHOP ASSISTANT
OFFICE MANAGER/SUPERVISOR	RECEPTION FRONT OFFICE
TRANSLATIONS	EDITING
PROOFREADING	TRANSLATIONS

EMPLOYMENT HISTORY

Company	:	ProZ.com and various clients
Contact Person	:	Freelance
Industry Sector	:	Translations
Position Held	:	Freelance translator
Duration	:	From Jan 2007 to current
Key Duties	:	Translations DU>EN, EN>AF, AF>EN, Proofreading/editing,

presentations, working in SDL Trados 2011 & 2017. Also Word and Excel and working directly on clients' servers

PLEASE REFER TO THE LAST PAGE FOR RECENT PROJECTS

PREVIOUS EMPLOYERS

Company	:	Walti Cleaning Services
Key Duties	:	General admin and secretarial, Bookkeeping
Company	:	Kelly Girl / Kelly Temp
Company Temping for	:	TELKOM SA
Industry Sector	:	Telecommunication
Key Duties	:	Minutes of meetings, GroupWise, Travel arrangements, Switchboard, General admin and secretarial, Contact CTO's and Managers for Info regarding vehicles, Data Capturing, Secretary to Senior Manager, Secretary to Executive + Legal Advisors, Dictaphone, Arrangement of meetings
Company	:	SA Mission Communication
Key Duties	:	Secretary to MD, marketing, Stock control, debtors, Creditors, front office manager, cash control
Company	:	Legal Fintax and TaxServe
Key Duties	:	Collections, typing, accounting,

General admin and secretarial,
Switchboard, cashier, data input

Company : United Bank

Key Duties : Data capturing, switchboard, typing
Customer service, reconciliations

COMMENTS

I am a very loyal, hardworking person who can perform well under pressure and I am eager to broaden my knowledge. I am fully bilingual, very punctual and precise in my work. At FINTAX I corresponded with SARS offices on a daily basis, as I was responsible for doing taxes for government officials.

Currently I am a freelance translator with contactable references. You are more than welcome to visit my profile pages on LinkedIn (<https://www.linkedin.com/in/talitha-wilsnagh-91445033/>) and Proz.com (<http://www.proz.com/profile/1162459>) for more information and to see what some of my clients had to say about the quality of my work.

MOST RECENT TRANSLATION PROJECTS COMPLETED:

FILE NAME	DESCRIPTION
XXX_trial proceedings	Legal
XXX_juni_2012	Travel & Tourism
FiscaalrapportXXX	Tax reports
OntwerpXXX_Concessie_XXX	Bus concession
XXXAviation charges	Aviation Brochure
RapportXXX	Onderzoek reststerkte
XXX vs XXX Project for linguists	Dispute-copyright
TO Artikelbestand XXX	Manual
XXX Handleiding (de wereld van)	Manual
MXXX	Food & Equipment
XXX Onderhoudsh. Mod.7 deel 1 rev C	Aviation manuals
XXX_Request file	Sound systems and visuals
90829XXX_publi_01	Brochure
1708_2	Curriculum Vitae + Certificates
E_Learning@XXX	Business case
XXX_Financial Report	Voluntary work

XXX_Brand_tracking	Survey
Specifieke eisenXXX	Transport
Ontwerp UitvoeringsooreenkomstXXX	Transport
Infra en contractenXXX	IT
beschrijving_procesrollenXXX	IT
Properties to let or for sale	Property descriptions
Brand name check XXX	Linguist
TentoonstellingenXXX	General, tourism
XXX_Deelrapport_opslag	Soil study
De XXXXXXXXXXXXX	Company Profile
XXX Decision of XXX	Telecommunication
Gebruikershandleiding XXX	User manual
XXX_Deluxe	Games, gaming
Vacature XXX	Job advertising
XXX machine	Food processing machinery
Divorce XXX	Ongoing court case (Two years running)

Most recent projects include Keylane and ING	Ongoing project (80+ batches completed)
Various clinical trials about gout, cancer, etc.	Ongoing project
Medical history, medication, different drugs	Various clients
Current projects include patient consent forms (ICF), surveys, medical data, patient leaflets, etc.	Ongoing (50+ projects)

I was also part of the "Maps" project for South Africa.