


I BOSHOFF

PERSONAL DETAILS

Name	: Ingrid Boshoff	
Identity Number	: 8104150166082	
Nationality	: South African	
Residence	: Centurion, Pretoria	
Drivers License	: Yes	
Home Language	: Afrikaans	
Other Languages	: English	
Professional Services	: Translations, Transcriptions, Transcription training Provider, English Editing, Verification, Quality Assurance, Quality control and Formatting, Project Management, Bookkeeping, Office Management	

Note: Willing and able to relocate internationally for the right position.

TRAINING

Language

- TEFL (Teach English Foreign Language) (Online – current)
- Train-the-Trainer Pro – Udemy Certified
- Copy Editing and proof reading – John Linnegar (McGillivray, Linnegar Associates)
- Verification, authentication and proof reading – Dilicom Language and Communication (In-house)
- Translating on WordFast (Afr-Eng) – Dilicom Language and Communication (In-house)

RELEVANT EXPERIENCE

- 2016 to current: Managing owner, tutor, transcriber – iTranscribe (PTY)Ltd SA
- 2015 to current: Freelance editing, transcriptions and typing
- 2015 to current: Freelance Pharmaceutical translator, editor and verifier - Dilicom Language and Communication CC.
- 2010 to 2015: Project Manager – Dilicom Language and Communication.
- 2007 to 2010: Pharmaceutical translator, editor and verifier - Dilicom Language and Communication CC.
- 2004 to 2007: Project Manager/Bookkeeper – Bimeca Instrumentation.
- 2002 to 2004: Project Manager – Ark Health and Safety, United Kingdom, London.

I BOSHOFF

Responsibilities as Language Project Manager (2015)

- Receiving and assigning new translation projects
- Quality control and Quality assurance on all language projects
- Reporting to translators and editors on quality
- English and Afrikaans transcription projects including Court proceedings and Documentary Interviews
- Time tracking
- Overseeing all staff duties
- Training interns and new full-time employees in the various positions
- Day-to-day office management

Computer Literacy

- Full Microsoft Office
- Wordfast
- JAVS
- Expresscribe
- SpeechExec
- Dalet
- ProTranscribe
- Pastel
- Quickbooks
- Sage
- CM4All Site builder

Projects

- Editing of South African Police Service brochures
- Translation and verification of Medical trial documents for IPM on Hormonal ring
- Various high-profile and sensitive court case transcriptions
- Proofread and editing of articles for North-West University Lecturers (Litnet competition)
- Rewrite of the Antagolin “Insulin resistance” Television advertisement
- Various Powerpoint presentation designs for Myezo Environmental Services
- Editing of Environmental Management Reports for Myezo Environmental Services
- Editing, proofing and layout of Water Management Report for the Gert Sibande District Municipality

Personal Qualities

- Determined
- Resilient
- Calm under pressure
- Excellent language proficiency
- Meticulous
- Good general knowledge

Contact Details

Mobile: +2772 491 5784

Email: info@itranscribe.co.za

LinkedIn: [linkedin.com/in/ingrid-boshoff-71148985](https://www.linkedin.com/in/ingrid-boshoff-71148985)

Website: www.itranscribe.co.za

References:

Michelle Scheepers – Dilicom Language and Communication
+2783 308 9398

Senior Superintendent (Mrs.) Brenda Nomadlozi Bokaba - Head of African Languages,
South African Police Department
+2783 533 5676