

DEYANA O'BRIEN



Personal

- Address**
South End
6001 Gqeberha
- Phone number**
+270824334730
- Email**
deyanaobrien@gmail.com
- Place of birth**
Gqeberha
- Gender**
Female
- Nationality**
South African
- Marital status**
Married
- Driving licence**
Code B
- LinkedIn**
www.linkedin.com/in/deyana-o-brien-20411325

Interests

- Hairdressing
- Sewing
- Reading

I possess proficiency, determination, confidence as well as being self-motivated in order to work well under pressure. I have tenacity, drive and urgency which I apply in every aspect of my work. I am able to function well independently and I enjoy the stimulation and sense of achievement of working with a team even though I have been working independently for the past 38 years.

Work experience

Paralegal (full time) Jan 2004 - Apr 2023
BLC Attorneys, Gqeberha

Collections, Litigation (Magistrates' & High Court), Dictaphone typing: English and Afrikaans), consulting with debtors and clients. Telephone calls to clients and debtors.

Organising director's diary, travel arrangements and working independently. Preparing monthly statements, reports and requisitioning payments to clients.

Training Candidate attorneys in recoveries and litigation as well as preparing them for court duties. Typing of court process (i.e. summons, default judgment, writs of execution, Section 65 Notices, Warrants of Arrest etc. High court applications and court documents.

Time record and debiting fees.

Transcriber (part-time) May 2019 - Jan 2020
YYZ Translations, Canada (remote)

English transcription projects
Afrikaans transcription projects
Afrikaans Translation
Editing of English projects
Editing of Afrikaans projects

Project Manager (part-time) Jan 2020 - Feb 2021
YYZ Translations, Canada (remote)

Managing and editing various projects: English transcription projects, Afrikaans transcription projects, Kannada transcription projects, Hinglish transcription projects.

Resource Acquisition Manager (part-time) Mar 2021 - Present
Hybrid Lynx (formerly YYZ Translations), Canada (remote)

Manager of Vendor Managers: Sourcing of translators of different language projects all over the world. Perusing Resumes and qualification documents, onboarding translators and registering on company database.

Education and Qualifications

Grade 12 Jan 1980 - Nov 1984
Bethelsdorp High School, Gqeberha

Skills

MS Word ●●●●●
Excel ●●●●●
Google Sheets ●●●●●

Custom section

Languages:

English (native)
Afrikaans (native)

Custom section

PayPal: deyanaobrien@gmail.com