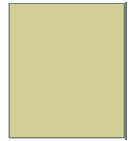


PAMELLA SIGIDI

LEGAE GARDENS. GERALD SEKOTO STREET. NEWTOWN. JOHANNESBURG. 2001

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## Profile

Focused translator with highly developed understanding of English and IsiXhosa languages and culture. Skilled in quickly and accurately translating written documents and audio. Over 6 years of related experience. I do Proofreading, editing, ProofRecon, transcribing, proof listening, time coding Voice Overs. Have experience working on CAT tools (Phrase and Latte). Versed in producing accurate documents for business and other clients.

## Experience

### **Translator** - 08/2017 - Current

Cava, Zimbabwe

- Translating books from English to IsiXhosa, and website content.
- Proof reading
- Applied cultural understanding to discern specific meanings beyond literal written words.
- Communicated effectively with clients to establish scope and requirements of translation, following up after submission of work to confirm satisfaction and understanding.
- Used translation software to verify complex terms and expedite communication process.
- Reviewed final work to spot and correct errors in punctuation, grammar and translation.
- Researched cultural etiquette and specific use of slang words.
- Replicated flow, style and overall meaning of original texts.
- Consulted specialized dictionaries, thesauruses and reference books to identify closest equivalents for nuanced terminology, words and phrases.

### **Medical/Pharma Field**

- Translation of medical brochures and posters (giving medical details on treatment and illness)
- Defining medical terms
- Proof reading and editing of medical content (brochures, posters, thank you letters)
- Have worked on different medical campaigns, and doing voice overs.
- I have done projects on HIV, Crohn's disease, RSV, Diabetes, Heart attack, Ulcerative Colitis, Skin cancer, Myalgia, Arthralgia, PL Treatment, Blood Glucose etc.
- Participant guide (App included)
- Training material

### **Customer Consultant** - 03/2013 – 04/2014

RNA Distributions, Johannesburg

- Taking and resolving customer queries.

- Telemarketing.
- Sales.
- Writing reports

**Knowledge Management Intern – 10/2010 - 09/2011**

Gauteng Department of Health, Johannesburg

- Work on databases
- Marketing HRD and EWP programs internally and externally
- Policy development and Guidelines.
- Writing booklets, pamphlets/flyers
- Work Skills Plan (WSP) and Annual Training Report (ATR)

**Commentary Assistant - 06/2010 – 07/2010**

Host Broadcasting Services (HBS), Johannesburg

- Assisting commentators.
- Working with commentary equipment.

**Administrator – 03/2007 – 04/2007**

South Point Management Services, Johannesburg

- Assisting with collection of data and promoting building space to prospective clients.

**Promoter – 04/2007 – 05/2009**

PCC, Johannesburg

- Marketing.
- Sales.

**Skills**

- Creative writing
- Document Review
- Analysis and Research
- Editing
- Software proficiency
- Proof reading
- Cultural intelligence
- Cultural Awareness
- Fluent in English and IsiXhosa
- Interpersonal Communication
- Self Management
- Decision Making

## **Qualities**

- Attention to detail
- Adherence to Deadlines
- Flexibility
- Initiative
- Learning

## **Education**

Queenstown Girls' High School  
11/2001

- English
- Afrikaans
- Geography
- Accounting
- Biology
- History

University of Johannesburg  
11/2009 – BA (information Science)

## **Majors**

- Information Management
- Communication

## **Electives**

- Politics
- Public Governance
- Development Studies

## **Certificates**

04/2022 – TEFL (online)

- English

Curent HTML (Online)

- HTML

- CSS
- Javascript

### **References**

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