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|  |  | KHULULWA MHLAWULILanguage Practitioner/Translator, Editor, Subscriber, Proofreader, ESL Teacher/Administrator, Receptionist and Office Manager/Voice over artist |
| ProfileTranslator (English/isiXhosa); Editor, proofreader, writer, terminologist and a dedicated promoter and developer with passion for the isiXhosa language and culture. Good communication skills in isiXhosa and English, and a little bit of isiZulu, Seswati, Sesotho and German. I am busy doing a research on amaXhosa traditional rites and cultural heritage. Currently I am working as the internship translator at the office of the Chief State Law advisor; Shared Legal Services, translating legislation for the Eastern Cape Provincial Government, and also assisted in the production of a Uniformity Guide for orthography and editing legislation documents and lastly, I am also well versed with all the intricacies of translation, editing and terminology development. I am also a South African Translator’s Institute Member. I’ve just published children’s book “Masifundesiculeiingomazethu”I am a female living with disabilities.I am an experienced and a corporate administrator who have worked experience in working with people and in front office. A polite, friendly and extremely capable receptionist, with a passion for delivering excellent administrative support. I hold excellent communication and listening skills that allow me to communicate successfully with all clients and guests, face-to-face and over the phone. In my previous roles I was responsible for answering the telephone, responding to emails, greeting guests and providing a range of administrative support. I am a great people person, therefore providing excellent customer service comes naturally. I have a working knowledge of Microsoft Office and other administrative tools. As a polite, enthusiastic, self-motivated individual, combines with my experience and expertise, I believe that I would make a great asset to your administration team.ContactPHONE:0813371278/0798435714EMAIL:Kungentando204039800@yahoo.comHobbiesWriting ReadingReferences: |  | EDUCATION[Nelson Mandela Metropolitan University]Jan2004–Nov 2005[Masters in Applied Linguistics- Majored in Translation-underResearch Topic: Uphononongo lweendlela ezisetyenzisiweyo Ekuguquleni izaci namaqhalo kwincwadi ethi “Indlela Ende eya  Enkululekweni” by Professor P.T Mtuze (An investigation into the translation of idioms and proverbs in “Long Walk to Freedom”) by Professor P.T Mtuze[University of Transkei/WSU][Jan 2001–Nov 2003]BA in Translation majored in IsiXhosa and EnglishIn 2003 I was one of the 2 exchange students participated in a 2 months German Language Summer course which was held at Carolo Wilhemina Technical University in Braunschweig.I also obtained a certificate in Computer Literacy in 2001WORK EXPERIENCE**4. OVERVIEW OF PAST EXPERIENCE:**

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| **No** | **Period** | **Employer** | **Position** |
| 1 | 2001 - | Transperfect, RWS, East localize, Accuphrase and lots of government translations. | Freelance translator |
| 2 | 01/10/2011- 31/01/2012 | ST Communications | IsiXhosa in-house Translator |
| 3 | 01/08/2006-30/10/2008 | Office of the Premier-EC | Internship Translator |
| 4 | 02/02/2005-21/11/2005 | UPE (NMMU) | Language Centre Researcher |
| 5 | 03/03/2003- 31/10/2003 | UNITRA | Language Lab AssistantTeach English to non- English speakers – UNITRA Language Laboratory |

Transnet Port Terminal[Learner Administrator]08/03/2015–30/04/2016[Administration jobs, including answering phone calls, booking and doing safety classes/inductions s to the clientsST CommunicationsInhouse [IsiXhosa Translator]01/10/2011- 31/01/2012[Translates documents from various clients national, and local governments, National Parliament of RSA, Municipalities and Overseas companiesOffice of the Premier EC[Internship language Practitioner]01/08/2006-30/10/2008]Translate documents, gazettes and any other documents need to be translated. Interpret during hearing and community visits.Language Research Centre-NMMU[Language Researcher]02/02/2005–21/11/2005[Researcher on Language Enhancement in black communities& Terminologydeveloper for IsiXhosa in the EC province][University of TranskeiLanguage[Lab Assistant][Teach English to non English speakers, prepare material and check the attendance register]03/03/2003- 31/10/2003[Organizing study material, videos and worksheets. Check if the headsets are in order. Assist students every time they are in the lab. Organize attendance register and answer any other queries they may have. Teach IsiXhosa as a foreign to non IsiXhosa speakers.] **SKILLS** |