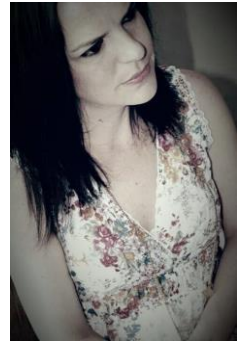


Ingrid Boshoff

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Summary of Skills and Attributes

Management

- Owinging/manager at iTranscribe (PTY)Ltd
- Transcription tutor and course designer
- Project Manager

Personal management

- Initiative and ability to take responsibility, make decisions and achieve good results
- Planning, organizing and time management demonstrated in project management
- Proven success record of implementing cost effective and high-performance solutions
- High attention to detail
- Up to date on news and current affairs
- Experience in budgeting, designing and implementing branding and advertising campaigns, and project management
- Thrive under pressure
- Able to work well both independently and collaboratively

Interpersonal

- Confident and skilled in managing and leading a team and achieving targets
- Hiring and training staff
- Customer service experience

Communication

- Excellent level of verbal and written communication skills
- Exceptional spelling and grammar

Electronics and technology

- Express Scribe
- Dalet
- JAVS
- VLC
- Dragon voice recognition software
- DTS Audio control
- Aegisub Subtitling software

Practical

- Administrative skills and experience developed in employment
- Physically active, healthy and fit

Employment History

2016–2019 (current), **Managing Owner**, iTranscribe (PTY) Ltd

- Editing and proofing of transcriptions, University literature and business documentation
- Hiring, training and supervising staff
- Leading and training a team of 66 transcribers and translators
- Involved in wider company decision making, including policy and purchasing decisions
- Planning and implementing advertising campaigns and branding strategies
- Designed and created my own website
- Created a social media presence, leading to approximately 4500 visits to iTranscribe's website for 2018
- Successfully designed and manage online courses for beginner and advanced transcription training

2010–2016, **Project Manager**, Dilicom Language and Communication

- Managed all projects from start to finish
- Liaising and negotiating with national and international freelancers
- Budgeting and reporting
- Staff training
- Organized weekly team meetings
- Kept up to date with the latest in translation agency competition and programs
- Quality Assurance and Quality Control

2007–2016, **Transcriber, Translator and Editor**, Dilicom Language and Communication

- Translation of Pharmaceutical documentation including Patient Questionnaires, Informed Consent Forms and package inserts
- Proofreading of Pharmaceutical documentation including Patient Questionnaires, Informed Consent Forms and package inserts
- Editing of South African Police brochures and pamphlets, Bank ATM screens, Television adverts as well as various Environmental Impact reports
- Quality Assurance and Quality Control on translated and transcribed text
- Transcription of medical, legal and research interview audio

Education and qualifications

- Train the Trainer Beginner - Completed
- Train the Trainer Pro - Current
- TEFL (Teach English Foreign Language) – Current
- Editing English – John Linnegar – Completed
- Verification in English – Dilicom - Completed
- Authentication in English – Dilicom - Completed
- Translation from Afrikaans to English – Dilicom - Completed
- Translating with WordFast – WordFast - Completed