

BUSINESS & FINANCE PORTFOLIO

Translation | English > Afrikaans



Tenderadvertensies

- **Newspaper ads:** Government tender specifications
- **CCT:** Language Services (2025-2015)



Beroepsgesondheidsdienste

- **Manual:** E-course on Occupational Health Services
- **CCT:** Language Services (2025)



Administrasie van vergoeding vir beroepsbeserings en -siektes

- **Manual:** E-course on compensation for COVID administration in the City of Cape Town
- **CCT:** Language Services (2025)



Wes-Kaapse Kultuurkommissie: Strategiese Plan 2025/26-2029/30

- **Annual report:** Western Cape Cultural Commission
- **WC Department of Cultural Affairs & Sport:** Language Services (2025)



Wes-Kaapse Departement van Ekonomiese Ontwikkeling en Toerisme: Jaarlikse Prestasieplan 2024/25

- **Annual performance plan:** Western Cape Department of Economic Development & Tourism
- **WC Department of Cultural Affairs & Sport:** Language Services (2024)



Wes-Kaapse Departement van Maatskaplike Ontwikkeling: Jaarverslag 2022/23

- **Annual report:** Western Cape Department of Social Development
- **WC Department of Cultural Affairs & Sport:** Language Services (2023)



Wes-Kaapse Departement van Infrastruktuur: Strategiese Plan 2023/24-2027/28

- **Strategic plan:** Western Cape Department of Infrastructure
- **WC Department of Cultural Affairs & Sport:** Language Services (2023)



Wes-Kaapse Provinsiale Parlement: Jaarverslag 2021/22

- **Annual report:** Western Cape Provincial Parliament
- **WC Provincial Parliament** (2023)



Wes-Kaapse Departement van Ekonomiese Ontwikkeling en Toerisme: Jaarverslag 2021/22

- **Annual report:** Western Cape Department of Economic Development & Tourism
- **WC Department of Cultural Affairs & Sport:** Language Services (2023)



Wes-Kaapse Kultuurkommissie: Jaarverslag 2021/22

- **Annual report:** Western Cape Cultural Commission
- **WC Department of Cultural Affairs & Sport:** Language Services (2022)



Wes-Kaapse Departement van Ekonomiese Ontwikkeling en Toerisme: Jaarverslag 2020/21

- **Annual report:** Western Cape Department of Economic Development & Tourism
- **WC Department of Cultural Affairs & Sport:** Language Services (2022)



Vorderingsverslag aan inwoners

- **Report:** Mayco's progress report to residents
- **CCT:** Language Services (2021)



Handleiding: Ontwikkeling van woonbuurtervarings

- **Training guide:** Neighbourhood experience development: (Cape Town Tourism)
- **CCT:** Language Services (2021)



UI/UX

- **User interface strings:** navigation, help files, instructions (tech client)
- **Folio Online** (2021-2014)



Wes-Kaapse Provinsiale Tesourie: Jaarlikse Prestasieplan 2021/22

- **Annual performance plan:** Western Cape Provincial Treasury
- **WC Department of Cultural Affairs & Sport:** Language Services (2021)



Wes-Kaapse Departement van Kultuursake & Sport: Jaarlikse Prestasieplan 2021/22

- **Annual performance plan:** Western Cape Department of Cultural Affairs & Sport
- **WC Department of Cultural Affairs & Sport:** Language Services (2021)



Wes-Kaapse Provinsiale Parlement: Jaarverslag 2019/20

- **Annual report:** Western Cape Provincial Parliament
- **WC Provincial Parliament** (2020)



Wes-Kaapse Provinsiale Parlement: Jaarlikse Prestasieplan 2020/21

- **Annual performance plan:** Western Cape Provincial Parliament
- **WC Provincial Parliament** (2020)



Wes-Kaapse Provinsiale Parlement: Strategiese Plan 2020/21-2024/25

- **Strategic plan:** Western Cape Provincial Parliament
- **WC Provincial Parliament** (2020)



MobiLex-ekonomieterme

- **App:** MobiLex economics terms (education students)
- **Stellenbosch University Language Centre** (2019)



Wes-Kaapse Departement van Maatskaplike Ontwikkeling: Jaarlikse Prestasieplan 2019/20

- **Annual report:** Western Cape Department of Social Development
- **WC Department of Cultural Affairs & Sport:** Language Services (2019)



Wes-Kaapse Departement van die Premier: Jaarverslag 2018/19

- **Annual report:** Western Cape Department of the Premier
- **WC Department of Cultural Affairs & Sport:** Language Services (2019)



Wes-Kaapse Departement van Kultuursake en Sport: Jaarverslag 2017/18

- **Annual report:** Western Cape Department of Cultural Affairs & Sport
- **WC Department of Cultural Affairs & Sport:** Language Services (2018)

Translation | English > Afrikaans (cont.)


Wes-Kaapse Departement van Omgewingsake en Ontwikkelingsbeplanning: Jaarverslag 2017/18
 • **Annual report:** Western Cape Department of Environmental Affairs & Development Planning
 • WC Department of Cultural Affairs & Sport: Language Services (2018)


Wes-Kaapse Departement van Landbou: Jaarverslag 2016/17
 • **Annual report:** Western Cape Department of Agriculture
 • WC Department of Cultural Affairs & Sport: Language Services (2018)


Wes-Kaapse Departement van Omgewingsake en Ontwikkelingsbeplanning: Jaarlikse Prestasieplan 2017/18
 • **Annual performance plan:** Western Cape Department of Environmental Affairs & Development Planning
 • WC Department of Cultural Affairs & Sport: Language Services (2017)


Wes-Kaapse Departement van Ekonomiese Ontwikkeling en Toerisme: Jaarverslag 2016/17
 • **Annual report:** Western Cape Department of Economic Development & Tourism
 • WC Department of Cultural Affairs & Sport: Language Services (2017)


Wes-Kaapse Departement van Maatskaplike Ontwikkeling: Jaarverslag 2016/17
 • **Annual report:** Western Cape Department of Social Development
 • WC Department of Cultural Affairs & Sport: Language Services (2017)


Persverklaring
 • **Press release:** Company listing on the JSE (FMCG client)
 • Folio Online (2017)


Marknavorsingsvraelys
 • **Questionnaire:** Organisations' digital transformation (tech client)
 • Folio Online (2017)


Verkorte gedragskode
 • **Poster:** Abridged Code of Conduct (telecommunications client)
 • Folio Online (2016)


Marknavorsingsvraelys
 • **Questionnaire:** Financial products (financial services client)
 • Folio Online (2016)


Wes-Kaapse Departement van Omgewingsake en Ontwikkelingsbeplanning: Jaarverslag 2014/15
 • **Annual report:** Western Cape Department of Environmental Affairs & Development Planning
 • WC Department of Cultural Affairs & Sport: Language Services (2015)


Wes-Kaapse Departement van Omgewingsake en Ontwikkelingsbeplanning: Jaarverslag 2013/14
 • **Annual report:** Western Cape Department of Environmental Affairs & Development Planning
 • WC Department of Cultural Affairs & Sport: Language Services (2014)


Voorskotfaktorering
 • **Document:** FAQ on advance factoring
 • Affinity Group (2013)


Beskrywings: Versekeringsprodukte
 • **Policy document:** Insurance products
 • Affinity Group (2013)

Translation | Dutch > English

 FAQ: Banking app • Brochure: FAQ on banking app (bank client) • Technicis Finance (2017)	 FAQ: ePay portal • Website copy: FAQ on ePay portal (bank client) • Technicis Finance (2017)	 Insurance policy • Certificate: Insurance policy (bank client) • Technicis Finance (2017)
 Financial documents • Deed of pledge (bank client) • Letters of credit (bank client) • Technicis Finance (2017)	 FAQ: Banking products • Website copy: FAQ on banking products (bank client) • Technicis Finance (2017)	 Aquisition & Leveraged Finance Policy • Document: Policy guideline (bank client) • Technicis Finance (2016)
 Trade Register extract • Document: Extract from Netherlands Chamber of Commerce Trade Register • ABSA (2015)		

Editing | Afrikaans



Afrikaanse Taalmuseum & -Monument: Jaarlikse Prestasieplan 2017/18

- **Annual performance plan:** Afrikaans Language Museum & Monument
- Afrikaans Language Museum & Monument (2017)



Aanlyn koerante

- **Notice:** Subscription notice (media client)
- **Questionnaire:** Digital newspapers (media client)
- In Context Consulting (2014)

Editing | English



ANB Investments: Annual Report 2024/25

- **Annual report:** ANB Investments (agricultural group)
- ANB: Communications Department (2025)



ANB Investments: ROOTED newsletter

- **Newsletter:** Scientific/technical articles and news about citrus/fruit farming
- ANB: Communications Department (2025)



ANB Investments: ROOTED newsletter 5 & 6

- **Newsletter:** Scientific/technical articles and news about citrus/fruit farming
- ANB: Communications Department (2024)



ANB Investments: Annual Report 2023/24

- **Annual report:** ANB Investments (agricultural group)
- ANB: Communications Department (2024)



Invest in Cape Town

- **Report:** Regional Market Analysis and Intelligence for investing in Cape Town
- CCT: Communication Department (2023)



ANB Investments: Annual Report 2022/23

- **Annual report:** ANB Investments (agricultural group)
- ANB: Communications Department (2023)



ANB Investments: ROOTED newsletter

- **Newsletter:** Scientific/technical articles and news about citrus/fruit farming
- ANB: Communications Department (2023)



ANB Investments: Annual Report 2021/22

- **Annual report:** ANB Investments (agricultural group)
- ANB: Communications Department (2022)



ANB Investments: ROOTED newsletter

- **Newsletter:** Scientific/technical articles and news about citrus/fruit farming
- ANB: Communications Department (2022)



ANB Investments: Annual Report 2020/21

- **Annual report:** ANB Investments (agricultural group)
- ANB: Communications Department (2021)



ANB 30 Years: Celebrating an eventful journey

- **E-book:** Business journey of ANB Investments (agricultural group)
- ANB: Communications Department (2021)



Western Cape Department of Agriculture: Annual Report 2020/21

- **Annual report:** Western Cape Department of Agriculture
- WC Department of Cultural Affairs & Sport: Language Services (2021)



Service Delivery & Budget Implementation Plan 2021/22

- **Report:** City of Cape Town budget
- CCT: Communication Department (2021)



Afrikaans Language Museum & Monument: Annual Performance Plan 2017/18

- **Annual performance plan:** Afrikaans Language Museum & Monument
- Afrikaans Language Museum & Monument (2017)



JBCC 2014 and All That

- **Book:** Guide on Joint Building Contracts Committee 2014 agreements
- Jim Garner
- Binnington Copeland & Associates (2015)



Divisional and Supplementary Report 2014

- **Report:** Supporting document to the Integrated Report (electricity utility client)
- Clarity Editorial (2014)



Strategy documents

- **Documents:** Success models and strategy documents (mining client)
- In Context Consulting (2014)



Print newspapers

- **Letter:** Subscription renewal (media client)
- In Context Consulting (2014)



Marketing Level 4

- **College textbook:** FET Level 4 Marketing
- Pearson (2008)

Proofreading | Afrikaans



UI/UX

- **User interface strings:** navigation, help files, instructions (tech client)
- Folio Online (2021-2014)



Brief: Beleggings

- **Letter:** Client letter on investment (financial services client)
- Folio Online (2017)



Maatskappye en ander besigheidstrukture in Suid-Afrika

- **University textbook:** Commercial Law
- Dennis Davis, Farouk Cassim & Walter Geach (eds.)
- Oxford University Press (2011)

Proofreading | English



Integrated Governance Report 2019

- **Report:** Supplement to Annual Report
- CCT: Communication Department (2020)



Integrated Development Plan

- **Report:** Amendments to the IDP
- CCT: Communication Department (2020)



Making Money from Buy-to-Let in South Africa ... using very little of your own money

- **Book:** Guide on property investment
- Francois Janse van Rensburg
- Zebra Press (2017)



The New Manager: How to become a leader in 52 simple steps

- **Book:** Guide on management
- Steven Jacobs
- Penguin Random House (2016)



The Best Pocket Guide Ever for Minimising Insurance

- **Book:** Guide on reducing insurance
- Jillian Howard
- Zebra Press (2014)



The Best Pocket Guide Ever for Wealth-building Investment

- **Book:** Guide on investment
- Jillian Howard
- Zebra Press (2014)



Sell Well: How to nail every sale, every time

- **Book:** Guide on selling
- Clive Gibson
- Zebra Press (2014)



Everyone's Guide to the Consumer Protection Act

- **Book:** Guide on the CPA
- Clive Gibson & Geoff Hull
- Zebra Press (2012)



The VAT Handbook

- **Book:** Guide on value-added tax
- Geoff Hull & Clive Gibson
- Zebra Press (2012)



Successful Consumer Studies Grade 10 Learner's Book

- **School textbook:** Grade 10 Consumer Studies
- Oxford University Press (2011)



Global and Southern African Perspectives: Principles of Marketing

- **University textbook:** Marketing
- Philip Kotler & Gary Armstrong (eds.)
- Pearson/Prentice Hall (2009)

Transcription | Afrikaans & English

 Interviews • Transcription: Interviews with municipality representatives about supporting young business owners • Margie Booyens & Roshan Galvaan • University of Cape Town (2014)	 Onderhoude • Transcription: Interviews with young business owners about their businesses • Margie Booyens & Roshan Galvaan • University of Cape Town (2013)
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Consulting | Afrikaans & English

Cultural consulting

- **Brand name screening:** Bank name (banking client)
- Words in Translation (2023)

The logo for CRAFT TRANSLATION features the word "CRAFT" in a large, gold, serif font, with "TRANSLATION" in a smaller, gold, sans-serif font directly beneath it. The text is centered on a solid black rectangular background.

Cultural consulting

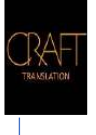
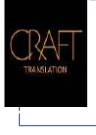
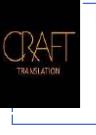
- **Ad screening:** Print & online ad campaign (accounting software)
- Craft Translation (2020)

The logo for in context consists of two overlapping speech bubbles. The bubble on the left is light blue and contains the word "in" in white lowercase letters. The bubble on the right is dark blue and contains the word "context" in white lowercase letters.

On-site consulting

- **Internal/external communication:** Subscription letters/emails/notices (media client)
- **Style guide setup** (call centre)
- **Verbal communication assessment** (call centre)
- In Context Consulting (2014)

Linguistic Review | Afrikaans & English

 Linguistic review • Brand name screening: Streaming service (media client) • Craft Translation (2019)	 Linguistic review • Brand name/logo screening: Email marketing (tech client) • Craft Translation (2019)	 Linguistic review • Brand name/ad screening: Print & TV campaign (petrochemical client) • Craft Translation (2019)
 Linguistic review • Tagline screening: Beer brand (FMCG client) • Craft Translation (2018)	 Linguistic review • Tagline screening: Energy drink (FMCG client) • Craft Translation (2017)	 Linguistic review • List elaboration/review: Organisation and company names in Afrikaans • Bibtex Innovations (2017)