

CHLOË LOVELL GREENE



SUMMARY

An organised and dependable young woman, with a proven track record in creating subtitles for a leading television and multimedia broadcaster.

Chloë has a strong grasp of English, excellent grammar skills, and a wide vocabulary, along with an eye for detail, ensuring accuracy in all work.

Chloë is very eager to transition into the world of Advertising and Digital media.

Chloë is a creative, bright young woman with excellent communication skills both written and verbal, she is extremely organised and willing. Familiar with various social media platforms, Microsoft Office Suite and Google Suite including Drive, Docs, Slides, Forms.

EXPERIENCE

CAPTION CREATOR

Rainbow Productions Ltd.

05/2022 – Present

- The creation of captions and/or transcripts for movies, documentaries and series for the hearing impaired
- Ability to type quickly and accurately
- Excellent grammar, spelling, and punctuation skills
- Excellent listening and computer skills
- Effective communication to ensure all output is of a consistent and high standard.
- Proof-reading prior to submission
- Ability to work independently and meet deadlines
- Familiarity with Microsoft Windows operating system and Slack
- Ability to research effectively

AUPAIR

Sewpersad Family

02/2021–02/2022

- Assisted children ages 4, 9 and 12 with homework and Kumon
- Collected from school and transported to extra-curricular activities
- Occasional babysitting

CONTACT

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EDUCATION

EDUCATIONAL QUALIFICATION

High School – Bachelors Pass

2010 – 2014

COURSES

TEFL Course

2021

Social Media Marketing – Udemy
Current

SKILLS

Transcription Expertise: Demonstrated proficiency in transcribing a wide range of content, including intricate scripts, interviews, and broadcasts for a major television and multimedia broadcaster.

Language Proficiency: Keen attention to detail and grammar, ensuring high-quality transcripts.
Work Ethic: Known for a strong work ethic and dedication to delivering results consistently, working to tight deadlines within high-pressure environment.

Social Media Acumen: Basic working knowledge of social media marketing, coupled with a deep interest in expanding expertise in this area. Excited about exploring new trends and strategies to enhance digital presence and engagement.

General Knowledge: Well-read individual with above-average general knowledge encompassing diverse topics, including current affairs, arts, culture, and technology. Able to engage in informed discussions and contribute valuable insights across various subjects.

AUPAIR/HOME SCHOOLING

Mabolloane Family

06/2020–12/2020

- Provided teaching support to children ages 2 and 4 during the COVID pandemic
- Created daily schedule and lesson plans based on school curriculum
- Compiled and conducted physical sensory, and educational activities
- Remained committed to helping students achieve growth and success.

AUPAIR

Govender Family

02/2017 – 03/2020

- Assisted with school homework and Kumon
- Physical and sensory activities
- Followed instructions and took initiative when necessary
- Transported to extra-curricular activities
- Provided helpful teaching supports to student
- Remained committed to family's goals and helping student achieve growth and success.

LTS SWIM COACH/SUBSTITUTE TEACHER AT AMERICAN INTERNATIONAL SCHOOL OF JOHANNESBURG

Temporary Role

07/2016 – 10/2016

- Teach swimming techniques, safety skills, and water confidence to students
- Develop lesson plans tailored to the needs and abilities of individual students or groups
- Evaluate students' swimming abilities and progress
- Provide feedback and encouragement to students
- Use games and activities to make learning fun
- Teach students about the importance of water safety and emergency procedures

RECEPTIONIST AT POLO SOUTH AFRICA

Temporary Role, filling in for maternity leave

01/2016 – 03/2016

- Engaging with visitors by greeting, welcoming, and directing them appropriately
- Notify company personnel of visitor arrival
- Manage switch board of over 100 extensions
- Maintain security and telecommunications system
- Managing couriers and deliveries.

Professional Attributes:

Adaptability: Thrives in dynamic work environments, readily adapting to evolving project requirements and technological advancements.

Collaborative Nature: Enjoys working in teams, fostering an atmosphere of cooperation and shared success.

Problem-Solving Skills: Resourceful and analytical, adept at identifying challenges and developing innovative solutions to overcome them efficiently.

Career Aspirations:

Passionate about leveraging transcription expertise and communication skills to explore opportunities in media, content creation, or digital marketing. Eager to further develop proficiency in social media marketing and contribute to the strategic growth of brands and organisations in the digital landscape.

Summary:

An ambitious and driven professional with a solid foundation in transcription and a strong affinity for media and communication. Equipped with strong linguistic abilities, excellent work ethic, and a thirst for knowledge. Eager to make significant contributions in any role that values precision, creativity, and effective communication.

REFERENCES

Provided upon request.

RECEPTIONIST AT WATER WORLD

Temporary Role, filling in for maternity leave

06/2015 – 08/2015

- Notify company personnel of visitor arrival
- Manage switch board
- Filing and other basic administration tasks
- Handling incoming calls, transferring them, or taking messages.
- Answering questions or directing people to the appropriate department.
- Assisting with filing, data entry, and other administrative tasks.

EVENT ASSISTANT AT STAR FX

Temporary Role

2015

- Welcomed and directed guests, providing exceptional customer service.
- Ensure client expectations are met by ensuring all requirements were fulfilled.
- Supported event setup and preparation
- Welcomed and direct guests
- Engaged with customers and clients
- Ensure client expectations are met

PROMOTIONS

Various Companies

2013 – 2015

- Distributed flyers and promotional materials to target audiences
- Engaged with potential customers, providing product and event information
- Assisted with event setup and booth organisation
- Collected feedback, customer data, and sign-ups for post-event reporting
- Encouraged traffic to specific locations or events
- Followed brand guidelines to maintain consistency