

# KARABO MAFOJANE

## PRODUCTION MANAGER

### SUMMARY

Results-driven Production Manager with 3 years experience coordinating workflows, project planning, scheduling, team management, and meeting tight deadlines. Skilled in driving process improvements, optimizing operations, and fostering cross-functional collaboration. Seeking to leverage my expertise in [insert role] at [insert company] to drive operational excellence and deliver outstanding results.

### WORK EXPERIENCE

- 04-2020

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02-2023
- Production Manager**

Contentlab Broadcast & Localization

  - Transferred all data capture to digital. Improved overall production efficiency by 30%.
  - Increased capacity and helped expand the production line from 4 projects worked on simultaneously to 9.
  - Managed the growth of two departments. One from 7 personnel to 14. The other from 1 to 7.
  - Optimized resource allocation and project prioritization. Engaged stakeholders, and managed third-party suppliers.
  - Streamlined production procedures, job roles, and quality assurance to enhance efficiency and maintain consistent standards.

06-2014

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03-2020

**Recording & Re-record Mix Engineer**

Contentlab Broadcast & Localization

- Lead Engineer on the first 3 successful international ADR projects.
- Created & streamlined existing workflows and templates for both recording and mixing within the company.

### EDUCATION

- 12-2011


**Advanced Diploma in Sound Engineering**


City Varsity | Cape Town, WC


  - Experience on various projects involving Band recording, MIDI, Post-Production for film, and production and arrangement, specifically for music to motion picture at City Varsity.


### PERSONAL INFORMATION

- Address

 Tamboerskloof, Cape Town.
- Phone

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- Email

 kbmafojane@gmail.com
- linkedin

 <https://www.linkedin.com/in/karabo-mafojane/>

### SKILLS

- **Leadership** in guiding projects and maintaining productivity.
- **Strategic Planning** in mapping out production timelines and allocating resources effectively.
- **Conflict Resolution** in resolving creative differences and maintaining positive working relationships.
- **Workflow Automation.** Leveraging technology to optimize processes.
- Proficiency in **Monday.com**, **Google Workspace**, and **Microsoft Excel**.

### ACCOMPLISHMENTS

- 12-2020

- **Staff Member of the year** - Contentlab.
- 12-2018

- **Engineer of the year** - Contentlab.
- 12-2017

- **Recognized as part of the EXCO Leadership Team** - Contentlab.