

# 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 - 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 - 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/karabomafojane/>

## 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	<b>Staff Member of the year</b> - Contentlab.
12-2018	<b>Engineer of the year</b> - Contentlab.
12-2017	<b>Recognized as part of the EXCO Leadership Team</b> - Contentlab.