

Employment Reference

- Ruan Coetzee -

Mr Coetzee, born on March 29 1993, was employed as “English Copy-Editor Applied Linguistics, Geosciences Publications” for MSS Cape Town – a service of TalentPool Solutions – in Cape Town, South Africa during the period of March 14 2025 to August 7 2025.

MSS Cape Town is a language service provider (LSP) agency that specialises in transcription and translation services, coding, voice-over, data entry, subtitling and copy-editing. The company offers a comprehensive online service in the fields of digital audio, text and data processing. It caters for small, medium and large corporations from various business sectors. The agency’s clients are mainly based in Germany. The company’s expertise covers a wide array of areas such as market research, science and education, e-learning, medical/pharmaceutical, legal, technical documentation and tourism. MSS Cape Town offers services in just about any language.

Mr Coetzee’s areas of responsibility entailed the professional language copy-editing for one of our key accounts, a publisher of well-established international peer-reviewed open access scientific journals and other publications on behalf of the European Geosciences Union.

Particular emphasis was placed on the following aspects:

- Mechanical copy-editing/Light copy-editing with focus on deep proofreading (not creative copy-editing);
- Reading papers from all over the world, well-written and less well-written, to enforce inviolable grammar, spelling and punctuation while respecting the author’s personal stylistic preferences;
- Using a comprehensive check-list to comb through the text for typical errors and inconsistencies;
- Applying our client’s policy of copy-editing to manuscripts: spelling, grammar, articles/prepositions, punctuation, and word-choice corrections according to certain house rules and standards;
- Copy-editing English language pre-prints in LaTeX, working via our client’s online platform;
- Supporting authors from around the world by improving their manuscripts, thereby achieving higher credibility in the scientific community.

We appreciated Mr Coetzee’s work and knew him as an extremely conscientious and dutiful colleague. His conduct towards superiors, colleagues and clients was impeccable.

We thank him for his work and we wish him success and all the best in his professional and private life.

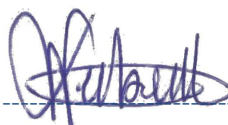
Cape Town, 31st July 2025



Mss Cape Town – The Language Agency


General Manager

Marlen Böhm



Project Manager

Lieve van Rooyen



mssCAPE TOWN
THE LANGUAGE AGENCY
Roeland Square Unit 28 | Roeland Street
Cape Town 8001 | South Africa
Phone: +27 21 4517452
Email: info@msskapstadt.de | www.msscapedtown.com