



# My Resume

**Emma K. Coronel**

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## Professional Profile

Over 20 years of experience in both translation and teaching.

Excellent translation ability and an understanding of finance, marketing, information technology, religions, and quality assurance & control.

Excellent skills using software for education and training purposes. Result-oriented. Able to work effectively under pressure both in a team and individually. Good presentation skill. Good interpersonal and communication skill.

Experience in Quality, Health and Safety Management System in relation to ISO 9001 and OHSAS 18001 establishment, evaluation, monitoring, and certification.

## Language Pair

English – Bahasa Indonesia

## Services Provided

Translation, Editing, Proofreading, Private/Group Course.

## Professional Accomplishments and Project Activities

### Translation Projects 1998 – current

- Translates company profiles for websites, company policies, company system manuals, departmental procedures and instructions, equipment/technical standard operating procedures.
- Provides translation service for information technology, marketing/sales documents, presentations, brochures, and websites.
- Provides translation service for patent and legal documentations.
- Provides translation service for all documents/letters that are issued by company's management.
- Translated church organization manuals, congregation meeting materials, and brochures.

### Interpreter Activities 1998 – 2016

- Provided interpreter services (consecutive method) in the church's conferences, classes, and meetings.
- Provided interpreter services for English-speaking missionaries during their services to villages/sites in West Java, Indonesia.
- Provided interpreter services in company's conferences (internal conferences and conferences with customers), meetings, and marketing presentations.

### Teaching/Tutoring Activities 1998 – 2019

- Provides Bahasa Indonesia class for individual and organization.
- Provides English class for individuals outside the US.

### Volunteer Works 2012 – 2016

- Provides English class for BYU-Idaho preparatory students.
- Movies and TV Series Subtitle Translation for VIKI

### Major Projects

- Mendoza Group (U.S.A.) – Medical documents
- Legal Advantage Translations (Maryland – U.S.A.) – Patent document translation and editing/proofreading
- CNDIS (Geneva – Switzerland) – Social Responsibility for Seafood Sector
- RESOLVE.ngo (Washington, DC – U.S.A.) – The practice of FPIC
- Liaison Multilingual Services, Inc. (Colorado – U.S.A.) – Google Images Moderating and Translation projects
- ICD Translation (Wisconsin – U.S.A.) – Web content, mentoring program materials, general business documents.
- Venga Global (U.S.A, South America) – Google translation projects.
- The Christian Holy City Church (New York – U.S.A.) – Translation of religious books, articles, sermons, movie scripts, lyrics, and/or manuscripts
- Worldwide Language Resources LLC (Fayetteville, NC – U.S.A.) – Bahasa Indonesia tutoring class for US military officers.
- Imparta (London – UK) – Various marketing development training program translation.
- Aceant (Provo, UT – U.S.A.) – Various IT translation projects, general business documents.
- The Church of Jesus Christ of the Latter Day Saints (Indonesia & U.S.A) – Interpretation (Consecutive and Escort)
- Hot-Hed International Group (Indonesia & Malaysia) – Company policies, departmental procedures, business and management reports, marketing/sales/quality presentations translation.
- DocuTrans, Inc. (Utah, U.S.A.) – Autoliv Inc. brochure, website, and television advertisement translation project
- IMC International Marketing Communications (Zeppelinstr., Mainz - German) – SCHOTT Vision brochure and television advertisement translation project.
- ION Translation, LLC. (Berkeley, California – U.S.A.) – Chevron website translation project.
- MILanguages (Springs, Florida – U.S.A.) –legal document translation project.
- Park IP Translations (New York – U.S.A.) – A Beka ESL program advertisement and brochure translation project.
- ENLASO Corp. (Idaho – U.S.A.) – Certified Auditor Examination translation/editing projects.

### Work History

<b>Translation and Administration Support Professional</b>	ECTRANS PRO - Founder	1998 – Present
<b>Global Standards &amp; Quality Technical Coordinator</b>	Air Liquide Global E&C Solutions US	2013 – 2016
<b>Administrative Manager</b>	HH Oil Tools Inc.	2012 – 2013
<b>Quality Management System Manager</b>	Wison Offshore & Marine (USA), Inc., Houston – Texas	2011 – 2012
<b>Global QHSE Manager</b>	Hot-Hed International Group	2002 – 2011

### Translation Tools

MemoQ, SmartCat

### Association

American Translators Association (Voting Member) - 2010 – Present