

## SITI ZAINAB YAHAYA

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### PREVIOUS WORKING EXPERIENCE

Working Experiences	Accounts Officer (1981 – 1983) Internal Auditor and Property Management Executive with Island and Peninsular Bhd (1989 – 1993) Human Resource Manager with KLCC (1993 – 1999) Freelance Translator (1999 – PRESENT)
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### PERSONAL INFORMATION

Date of Birth	May 11, 1959
Marital Status	Married
Gender	Female
Nationality	Malaysian
Native Language	Malay (Bahasa Melayu)

### EDUCATION BACKGROUND

Highest Education	Masters Degree (MBA.)-1987
Major	Business Administration
Institution (MBA)	Governors State Uni, ILL, USA (1986-1987)
Institution (BSc)	Uni. Nebraska, Lincoln, NE, USA (1983 – 1985)
Diploma In Accountancy	MARA Institute of Technology – 1979 -1981
Diploma In Translation	Malaysian National Institute of Translation - 1999

### WORK EXPERIENCES IN LANGUAGE TRANSLATION, EDITING AND PROOF READING ENGLISH>MALAY>ENGLISH

<ul style="list-style-type: none"> <li>➤ Quality Manual for construction based company</li> <li>➤ Manual for fast food operations.</li> <li>➤ Website content</li> <li>➤ Health and Beauty</li> <li>➤ MSDS</li> <li>➤ Marketing - Creative copies, advertisement, billboard</li> <li>➤ Marketing Brochures for Health Devt Board</li> <li>➤ Surveys and Questionnaires: health, market research, Food and Beverage, Medical research</li> <li>➤ Corporate Newsletters</li> <li>➤ Medical (General), Informed consent forms</li> </ul>	<ul style="list-style-type: none"> <li>➤ Human Resources Manuals</li> <li>➤ Company Mission and Vision</li> <li>➤ Code of Conduct</li> <li>➤ Certificates: Birth, Marriage, School, Business License</li> <li>➤ General Correspondences (Legal and to Government Agencies)</li> <li>➤ Company Annual Reports</li> <li>➤ IT Manuals, Computer Software</li> <li>➤ Legal Documents and Court Proceedings</li> <li>➤ Electrical Items Operations Manual</li> </ul>
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### LIST OF CLIENTS

<ul style="list-style-type: none"> <li>➤ Wordware Distributors</li> <li>➤ ITNM</li> <li>➤ Destiny worldwide</li> <li>➤ McCann-Erickson (M)</li> <li>➤ Energy Commission</li> <li>➤ Text Studio</li> <li>➤ Sistem Televisyen Malaysia Bhd</li> <li>➤ Noncoretranslation</li> <li>➤ Amnesty International</li> <li>➤ China Link ITCC</li> <li>➤ 1<sup>st</sup> Translation</li> <li>➤ Acorn communication</li> <li>➤ Asian Transworld</li> <li>➤ Languageworks</li> <li>➤ Academy Translation</li> <li>➤ Boffin China</li> <li>➤ ABBYY Language</li> <li>➤ Vitalife</li> </ul>	<ul style="list-style-type: none"> <li>➤ Draft worldwide</li> <li>➤ Ace Energy</li> <li>➤ Berjaya General Insurance</li> <li>➤ Daya Cendekia Resources</li> <li>➤ Hongkong Shanghai Bank</li> <li>➤ Verztec Consulting</li> <li>➤ Valuetrans</li> <li>➤ CLC-Communication</li> <li>➤ Lingotek Translation</li> <li>➤ Medatta Creation</li> <li>➤ CCJK Technologies</li> <li>➤ Sun Translate</li> <li>➤ Ruddy Rubric Inc</li> <li>➤ 36 riteeditassistance/ APPEN</li> <li>➤ ECHO Communication</li> <li>➤ Asian Absolute</li> <li>➤ Vance Info</li> <li>➤ Acclaro</li> <li>➤ Architext</li> </ul>	<ul style="list-style-type: none"> <li>➤ Lexus Sdn Bhd</li> <li>➤ malayexpression.com</li> <li>➤ KV Communication Sdn Bhd</li> <li>➤ Epsilon Translation</li> <li>➤ Citibank Malaysia</li> <li>➤ KSB Translation</li> <li>➤ Global Linguist</li> <li>➤ Construction Industry Devt Board</li> <li>➤ Transperfect Translation</li> <li>➤ Times Translation</li> <li>➤ Locteam</li> <li>➤ Golden View Technologies</li> <li>➤ Symphonic Pte Ltd</li> <li>➤ AAA Translation</li> <li>➤ Scribers International</li> <li>➤ Telelingua</li> <li>➤ Alpha Translation</li> <li>➤ New Market Translation</li> <li>➤ Translations.com</li> </ul>
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**LANGUAGE PROFICIENCY (BEST = 10, WORST = 1)**

Language Spoken / Written	Bahasa Melayu (Malay) 9 / 9	English 9 / 9
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**SERVICES AND RATES**

CURRENCY	USD per source word
Translation (MALAY>ENGLISH>) <i>Daily output : 3000 words</i>	0.12
Trados rate for repetition, fuzzy	10%, 50%
Editing (MALAY>ENGLISH>) <i>Daily output : 4000 words</i>	0.06
Proofread (MALAY>ENGLISH>) <i>Daily output : 6000 words</i>	0.04
Hourly charge	30.00
Minimum charge (<300 words)	25.00

**TOOL USED**

Software	Trados 7.0, SDL Trados 2007, SDL Trados Studio 2009, Idiom, SDLX, Wordfast, Microsoft Word, Excel, Powerpoint; Adobe,
Hardware	Laptop, HP Copier, Scanner, Printer

**OTHERS**

Job Submission	E-mail,
Payment Method	Cheque/check, Telegraphic transfer, Paypal