



CINDY BASUG

P R O F E S S I O N A L
T R A N S L A T O R ,
S U B T I T L E R , A N D
P R O O F R E A D E R

CONTACT

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SKILLS

- Translation
- Subtitler
- Proofreader
- Localizing

TRAININGS & CERTIFICATES

- Subtitling Skills Workshop
- Certified Freelance Subtitler
- Basic Computer Technician
- Translation Career Course
- Certified Freelance Translator, Proofreader, Editing, and Localization

LANGUAGE

English
Tagalog
Iloko

PROFILE

An independent and self motivated individual looking for a job vacancy in the Translation department where I can utilize the extensive knowledge I have gained during my course. Well versed in:

- Translation/Proofreading from English to Tagalog, Iloko and vice versa
- Translate/Proofread article in a clear, accurate, and in natural way in variety of topics
- Produced high quality Translation/Proofreading
- Excellence in creating new project
- Edit articles to fit in local settings
- Quality assurance

EDUCATION

Translation Career Course

Freelancing Neophytes Campsite (2022)

Subtitling Skills Workshop

Freelance Neophytes Campsite (2022)

Basic Computer Technician Training

Click School Inc. (2011)

BS Computer Science

NVSU (2005)

APPS & WEBSITES USED

- Translation Tools: SDL Trados, Studio, MemoQ, Wordfast, Memsources, Cafetran Espresso,
- Proofreading Tools: Spellcheck, Grammarly
- Microsoft Office: (Word, Excel, Powerpoint)
- Communication: (Email, Skype, Messenger, Whatsap, Telegram, Zoom)
- Online Sharing: Gmail, Google Drive

WORK EXPERIENCE

TRANSLATORS AT WORK

JULY 2022-PRESENT

- Translator
- Proofreader
- Subtitler
- Editor

GLOCALIZE

AUGUST 2022-PRESENT

- Translator
- Proofreader
- Subtitler
- Editor

RESPONSIBILITIES

- Translate articles from English to Tagalog and vice versa.
- Retranslate articles from Tagalog back to English (Backward/Reverse Translation).
- Translate articles on a variety of topics such as Medical, Legal, Finance, etc.
- Examine the text carefully to find and correct errors such as spelling, capitalization, grammar, punctuation, etc.
- Make changes to Tagalog document based on the changes made to the English document.
- Machine Translation Post Editing (MTPE).
- Produce high-quality subtitles for movies, video clips, etc.
- Produced transcribed audio from video clips.

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