

Amir Hamzah



English-Indonesian Linguist

PERSONAL SUMMARY

A multi-skilled, reliable & talented translator with a proven ability to translate written documents from a source language to a target language. A quick learner who can absorb new ideas & can communicate clearly & effectively with people from all social & professional backgrounds. Well mannered, articulate & fully aware of diversity & multicultural issues. Flexible in the ability to adapt to challenges when they arise & at the same time remaining aware of professional roles & boundaries.

WORK EXPERIENCE

Interpreting Company

TRANSLATOR June 2008 - Present

Working freelance for a translation agency providing a translation and interpretation service to clients where needed. Involved converting documents and articles from one language into another and ensuring that the finished converted articles relay the intended message as clearly as possible.

Duties: Researching legal & technical phraseology to ensure the correct translation is used. Liaising with clients to discuss any unclear points. Providing guidance & feedback & creating customer-specific style guides. Translation of documents/letters from a foreign language to English & vice versa. Reviewing and proofreading mother-tongue text. Revising more junior translators' translations. Conducting face-to-face interpreting. Telephone interpreting. Working as a translator for Law firms, charities and local councils. Supporting the translation team with other projects when necessary. Excellent English speaking and writing skills. Retrieving articles from newspapers, magazines & the internet & translating them into English.

KEY SKILLS AND COMPETENCIES

Familiar with translation software tools. Able to fluently speak Indonesian and English. Excellent communication and social skills. Able to work to tight deadlines. Highly skilled in Word, Excel and Microsoft Outlook. Able to prioritize work.

SOFTWARE TOOLS

WordFast Pro, Ms. Office, Quark, Publisher, InDesign, Photoshop, and Illustrator.

ACADEMIC QUALIFICATIONS

English Literature

University of Indonesian 2006 - 2011

AREAS OF EXPERTISE

I am specialized in Patents, Medicine (Medical Technology), Medicine (General), Advertising, Science (General), Computer and Information Sciences, Computer Engineering, Computer Games and Gambling, Electronic Games, Games of Chance, Design and Applied Arts, Desktop Publishing, Engineering, Internet, Petroleum Engineering, DTP.

Translating, Proofreading, and DTP.

PERSONAL SKILLS

Detail orientated, well organized, friendly

RATES

Fees (in USD only)	
No-match (new) words (per source word)	0.050
Repetitions (per source word)	15% of new word rate
100% matches (per source word)	15% of new word rate.
95-99% matches (per source word)	25% of new word rate
85-94% matches (per source word)	50% of new word rate
75-84% matches (per source word)	75% of new word rate
Minimum fee (per hour)	10.0
Review/editing fee (per word)	25% of new word rate
Review/editing fee (per hour)	5.0
Rush fee (per word or per hour)	0.100 per word
Post-editing of machine translation (per word)	0.010

PERSONAL DETAILS

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DOB: 02/02/1985 Nationality: Indonesia (Native)
