***Azidah Atan – Malay Translator***

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| Name | : | Azidah Atan |
| Address | : | No.029, Batu 18, Padang Gajah, 34800 Trong, Taiping, Perak, Malaysia |
| Mobile | : | +61 420 302 861 |
| Email | : | azidah.atan@yahoo.com ; or zieatan67@yahoo.com  |
| YM | : | zieatan67 |

***Personal Particulars:***

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| Age/DoB | : | 43 years / 22nd March 1967 |
| Gender  | : | Female |
| Marital Status  | : | Single |
| Nationality  | : | Malaysian |
| Native Language | : | Malay (Bahasa Melayu) |

***Tertiary Education:***

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| Tertiary Education | : | BSc Business Administration |
| Major/Specialization | : | Business Administration /Marketing |
| Name of Institution | : | University of North Carolina at Charlotte (UNCC) |
| Location | : | Charlotte, North Carolina, USA. |
| Graduation Date | : | 1992 |

***Language Translation/Editing/Proofreading Work Experiences (English>Malay):***

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| Providing translations services on freelance basis since 1997. |
| * Government documentations
	+ Human resources report,
	+ Organizational structure, and
	+ Project brief.
 |
| * Property development
	+ Project brief, official letters,
	+ Minutes of Meeting, and marketing materials, advertisements, project write-up and etc.
 |
| * Technical
* Consulting engineering
* General texts,
* Consultancy Agreements,
 |

***List of Clients***

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| I have completed numerous translation/editing work from Malay to English for the following: |
| * Jabatan Kerja Raya,
* Rasma Corporation Sdn Bhd,
* Sime Tremco (M) Sdn Bhd,
* Perbadanan Iktisad Negeri Kelantan (PKINK),
* Primesnewswire,
* SMEC Australia Pty Ltd/SMEC Holdings,
* Huntsman,
* Singapore Heritage,
 | * SMEC (M) Sdn Bhd,
* TSI Consulting Sdn Bhd
* SCHOTT,
* Naturally Plus,
* Wikipedia,
* VO online, and
* BNSPL.
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***Language Proficiency (Best = 10, Worst = 1):***

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| --- | --- | --- | --- |
| Language Spoken/Written | : | Malay (Bahasa Melayu)9/9 | English 8.5/8.5 |

***Services and Rates:***

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| **Currency**  | **:** | **USD per source word** |
| Translation (EN>MS), Daily output:3500 words | : | 0.10 |
| Editing (EN>MS), Daily output: 6,000 words | : | 0.05 |
| Proofread (EN>MS), Daily output:10,000 words | : | 0.04 |
| Hourly charge | : | 30 |
| Min. charge (<200w) | : | 20 |

***Note:***

***Trados – Fuzzy matches 50% of normal rates, 10% for repeat and 100% matches.***

***Tools Used:***

|  |  |  |
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| Software  | : | CAT: Trados 6.5, SDLX, Idiom, DejaVu, Localisation Studio, POEdit, LogoportMS Word, MS Excel, MS PowerPoint, Adobe, WinZip. |
| Hardware | : | Desktop, Laptop, Internet Broadband, and Scanner, Copier. |
| Translation Aid  | : | Dewan Eja Pro |

***Others:***

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| Job Submission | : | Email, Fax, FTP (File Transfer Protocol), YouSendlt at <http://www.yousendit.com>  |
| Payment Method | : | Check/cheque, Telegraphic Transfer, Western Union, Moneybookers. |