***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](mailto: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. |

***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, Logoport  MS 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. |