|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **ROZILA – Native Malay Translator**  **C:\Baby\Translation\Gambar Untuk CV\Baby-CV01.jpg** | | | | | | | | | | | | |
| Name  Address  Tel/Fax  Mobile  E-mail | | | Rozila Ahmad  No 33, Jalan Setia Duta U13/21C, Setia Eco Park, 40170, Shah Alam, Selangor, Malaysia.  603-33443373  6019-3303919  [Rozila919@gmail.com](mailto:Rozila919@gmail.com) or [rozila919@yahoo.com](mailto:rozila919@yahoo.com) YM :rozila919@yahoo.com | | | | | | | | | |
| **PERSONAL PARTICULARS** | | | | | | | | **EDUCATION BACKGROUND** | | | | |
| Age / DoB  Gender  Marital Status  Nationality  Native Lang. | | | 44 years / 04 Dec.1967  Female  Married  Malaysian  Malay (Bahasa Melayu) | | | | | Highest Education  Field of Study  Major  Name of Institution  Location  Graduation Date | | | Degree  Engineering  Electrical & Electronic Engineering  University of Hartford,  Connecticut,U.S.A  1990 | |
| **LANGUAGE TRANSLATION/EDITING/PROOFREADING WORK EXPERIENCES (ENGLISH > MALAY)** | | | | | | | | | | | | |
| Providing translations service on freelance basis since 2004. | | | | | | | | | | | | |
| * Tender specification for telecommunication company * Letters for tourism industry. * Legal documents * Training manual for beauty & spa industry. * Product description for skincare. | | | | | * Skincare & Healthcare leaflets * Brochures * A&P materials * Website content | | | | | | * Operation manuals for audio, electrical and electronic items, mobile phone etc. * Software (mobile phone) and Hardware * Certificate of Birth/Marriage/License * General correspondences to Government Departments and Agencies   *………and etc.* | |
| **LIST OF CLIENTS** | | | | | | | | | | | | |
| * Microsoft * Expedia | * SONY * Nokia Siemens * Huawei | | | | | * Pevonia Botanica Skincare * Beauty Palace * Beauty & Health   magazine | | | * Celcom Axiata * Telekom Malaysia | | | * Ministry of Domestic Trade ,Cooperative and Consumerism of Malaysia. * Perbadanan Nasional Berhad,Malaysia   *….and many more* |
| **LANGUAGES PROFICIENCY (Best =10, Worst=1)** | | | | | | | | | | | | |
| Language  Spoken / Written | | | | | | | Malay (Bahasa Melayu)  9 / 9 | | | | | English  7 / 7 |
| **SERVICES AND RATES** | | | | | | | | | | | | |
| **Currency** | | | | | | | | | | **USD per source word** | | |
| Translation (EN>MS), *Daily output: 3000 words* | | | | | | | | | | 0.08 | | |
| Hourly charge | | | | | | | | | | 30.00 | | |
| Min. charge (<200w) | | | | | | | | | | 20.00 | | |
| **TOOLS USED** | | | | | | | | | | | | |
| Software | | CAT: SDL Trados Studio, Trados 6.5, Wordfast, SDLX, Idiom, DejaVu, LocStudio, POEdit, Logoport, TranslatorTool, Alchemy, MS Word, MS Excel, MS Powerpoint, Adobe, Winzip | | | | | | | | | | |
| Hardware | | Desktop, Laptop, Modem, Canon Copier/Printer/Scanner | | | | | | | | | | |
| Translation aid | | Dewan Eja Pro | | | | | | | | | | |
| **OTHERS** | | | | | | | | | | | | |
| Job submission | | | | E-mail, Courier, Fax, FTP (File Transfer Protocol), YouSendIt (http://www.yousendit.com) | | | | | | | | |
| Payment method | | | | Check/cheque, Telegraphic Transfer, Western Union, Moneybookers | | | | | | | | |