

SUTHASINEE SUSIVA

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PayPal Accepted



ENGLISH <--> THAI TRANSLATION and EDITING - AREAS OF EXPERTISE

My areas of expertise varies across all business areas esp. marketing materials, financial documents, human resource and training manuals, web sites, software localization, telecommunication, as well as, scientific areas e.g. medical and pharmaceutical materials, biological, chemistry, engineering, electronic appliances, and legal materials. In addition, I have obtained a SDL TRADOS 2007 certification since 2007. With years of experience using SDL TRADOS and SDLX, I have upgraded it to SDL TRADOS Studio 2009, 2011 and now 2014. I am also a certified SDL TRADOS 2011. I am also a certified Pro member of ProZ.com - one of a famous online translation community. I also regularly join the webinar that ProZ.com has arranged especially, the annual online conference. I also love spending times travelling aboard to learn difference cultures and improve my language. To obtain further details about me and my works, please visit my profile at www.proz.com/profile/42338.

DTP EXPERTISE

Experience in using Adobe Creative Suite 5 especially InDesign, Photoshop and Illustrator, and QuarkXPress for Windows

Professional Experience

Freelance Translator

October 2002 - Present

Since 2002, I have worked for various agencies, for example,

- Advanced Language Services, USA - Financial materials, risk analysis & evaluations, Newsletters for a global leader in providing products and application knowledge about materials handlings;
 - Akorbi, USA - Medical Insurance Brochures, Mechanical equipment's operation and installation Manuals;
 - Balthasar, England - Electronic appliances users and instruction manuals;
 - Digilanguage, England - HR Training documents e.g. Ashridge virtual resource centre;
 - EC translate, China - Engineering, Software, Electronic appliances' manuals, Gaming manuals, Mobile phone contents, Car Manuals, Employee engagements, Software & Web strings, etc.;
 - Elanex, USA - Electronic devices brochures, manuals, Tourism Websites, Declaration of Conformity, business letters, questionnaires, etc.;
 - ENHESA SA, Belgium - Monthly translation of work related legal issues;
 - Eurotext Translations, Ireland - Company policies and legal concerned;
 - Global E Solution, Malaysia - Users manuals for digital cameras, LCD TV, printers, presentations, piping workshop materials, etc.;
 - Global World, Denmark - HIV Patient information materials;
 - GOLFIN-TL, England - Web content localisation;
 - Glyph, USA - Marketing materials, Web localizations, Employees benefits and incentives plans including tax and legal aspects;
 - Hogarth Worldwide, UK - Trans-creations of TV commercial scripts and Printed Ads for a famous Global Brands;
 - IPP World, Singapore - Marketing materials for global companies, Mobile phones' marketing materials for a well-known made, Supers for TV and print ads, Formula one ads and marketing materials;
 - InLingua, USA - English language school's website localisation;
 - Jean Media, Canada - Employees Leadership Insights and evaluations on various;
 - London Translation, England - Alleged offences documents, Employee Evaluation Questionnaires;
 - New-global translation, Worldwide - news and press release in various fields ranging from businesses, computer and sciences;
 - One Planet - Monthly Newsletters for one of the world's largest non-OEM providers of advanced coatings, repairs and replacement parts for gas turbine, customer survey questionnaires, etc.;
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- Oxford Outcome, England - Medical and Pharmaceutical domains including patient questionnaires and interview questionnaires;
- Omni Tech, USA – Monthly Sales audio casts, Employees training materials, Case study simulations, Code of Business Conduct for one of a well-known shipping company;
- Parenty Reitmeier Inc., Canada – Harley Davidson e-learning and technician training courses covering electronic workbooks, electrical diagnostic, Chassis and Vehicle, Air Cooled Powertrain, etc.;
- Synergy Language Services Ltd., UK – Shipping documents and Monthly Updates on Castrol Rankings, etc.;
- The Big Words, China - Medical materials, Banking and Legal documents, FIFA World Cup 2010 visitors' programme, Car manuals and instructions;
- Translatus, Worldwide – Employees and PR Newsletters, training materials, materials for global citizenship campaigns, environment related materials for a global freight company;
- Web Translation, England – Educational brochures, E-journal, Brochure for a well know European car manufacturer;
- YMT, Thailand - Car service manuals, engineering equipments' training manuals.

EARLY CAREER BACKGROUND

Besides, I also have translated HR related documents including e-learning courses and training materials as well as a few legal documents such as court summons, buy/sell contracts, tender documents, court filing, etc. The above suppliers are those whom I work for them regularly; there are some other agencies who I have sometimes worked for them. I also have experienced translating speeches for GPS navigator software, speeches for training purposes etc.

Company	Position Held	Dates
Kabinmengleeh Part Ltd.	Managing Partner	Jan 2007 to Present
Graduate School of Commerce, Burapha University	Marketing Lecturer	Sep 2007 to Present
TGI Friday Magazine	Columnist	Mar – Dec 2008

EARLY CAREER HIGHLIGHTS

After earned the PhD from the UK, I have come back to work with my family business, Kabinmengleeh as a managing partner, since then our revenue sales increase significantly over 20% even though we are currently in the economic recession. I have also helped improving marketing and accounting workflows of the company, which is resulting in more cost effective environment. As a lecturer, I have responsible for marketing management and business research methods courses for MBA Students, I also supervise MBA students on their Theses and Dissertations on a various interesting business aspects including marketing, HR, operation management, financial and accounting, MIS and IT.

ACADEMIC BACKGROUND

• BA (Accounting)	Sukhothai Thammathirat Open University	2012
• PhD (Management)	University of Bath, Bath, UK	2007
• MBA	Asian University of Science and Technology, Thailand	2002
• BSc (Maths)	Chiang Mai University, Thailand	1999

COMPUTER SKILLS

Experiences in using the following software:

Business software: Microsoft Office professional 2010 (Including Word, Excel, PowerPoint, Access)

Translation software: SDL TRADOS Studio 2007, 2011 and 2014 and SDLX (Certified SDL TRADOS 2007 and 2011)

Graphic & DTP software: Adobe Creative Suite 5 (including InDesign, Illustrator)

LANGUAGE PAIRS – English into Thai & Thai into English

Excellent command in spoken and written English (IELTS of 7.5)

PERSONAL DETAILS

Date of Birth	25 September 1979
Nationality	Thai
Marital Status	Single

REFERENCES AVAILABLE UPON REQUEST