ANNIE WONG
Senior Translator & LQA Specialist

PROFESSIONAL SUMMARY
Multifaceted Senior Translator, Transcreator, and LQA Specialist with over two decades of experience in both freelance and corporate environments. Specializing in the translation, transcreation, and localization of legal, marketing, technical, and medical documents, with an acute focus on cultural accuracy and nuance. Strong background in AI-assisted MTPE, LQA error categorization, and legal intellectual property filings. Demonstrated proficiency in adapting content for diverse industries, from user interfaces to regulatory documents. Previously held key administrative and paralegal roles, offering excellent organizational and communication skills

CORE COMPETENCIES & TECHNOLOGIES

Languages:
Malay (Native) &English (C2 Proficiency)

Specializations:
Translation, Transcreation, MTPE, UI Localization, LQA

CAT Tools:
SDL Trados, SmartCAT, Phrase, MemoQ, WordsOnline, FbCAT, Crowdin

Industries:
Legal, Government, Marketing, Medical, Technical (UI/UX)

Technology & Tools:
Microsoft Office Suite, Google Workspace

Soft Skills:
Clear Communicator | Multitasker | Culturally Adaptive

PROFESSIONAL EXPERIENCE
Freelance Translator, Transcreator & Transcriber
Jan 2000 – Present
Delivering high-quality translation, transcreation, and LQA services across a broad spectrum of industries. Key responsibilities include translating and transcreating user interface, legal, marketing, technical, medical, and governmental content. Specializing in producing culturally nuanced content that aligns with clients' localization requirements.

CURRENT FREELANCE PROJECTS (JUNE 2025 - PRESENT):
Translating, transcreating, and performing LQA for UI and marketing content for
- Adobe Premiere, e-ticketing (Stub Hub)
- E-learning (Coursera) platforms
- Long-term Apple UI Localization done on Client Supplied MacBook Air
- Microsoft Legal Work Order
- Human Rights Policy and Compliance Document
- AAA football-franchise videogame localization

KEY PAST FREELANCE PROJECTS:
- **META**: Translation and transcreation of user interface and legal content for mobile apps (Facebook, WhatsApp, Instagram). Managed LQA error categorization (Critical, Major, Minor, Preferential) to ensure the quality of localized content.
- **Government Documentation**: Translated and transcreated Foreign Direct Investment (FDI) documents under MITI.
- **Immigration & Employment**: Translation of immigration documents, including work visa applications and extensions.
- **Technical Manuals**: Translation of user manuals for the Bosch GPS Navigation System (Proton Preve Car)
- **Medical & Pharmaceutical**: Translated clinical trials, patient leaflets, regulatory documents, discharge summaries, and pharmaceutical product documentation.
- **Advertising & Marketing:** Transcreated Tik Tok ad captions for cosmetic and skincare brands

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KEY PAST FREELANCE PROJECTS (cont'd)

- **Personal & Legal Documents**: Translated utility bills, rental agreements, and sales/purchase contracts
- **Financial**: MTPE of Annual Financial Reports for a Public listed company.
- **Tourism**: Transcreated promotional material for Malaysian tourism organizations.

FULL-TIME EMPLOYMENT

Executive Secretary & Personal Assistant
To the Managing Director at Hamilton Management (Jan 1995 – Dec 2000)

- Performed full secretarial and administrative duties in an Australian construction and project management company.
- Live simultaneous interpretation at meetings between directors, government officials, and professionals.
- Managed clerical staff, dispatch personnel and director's drivers.
- Prepared minutes of project meetings and coordinated administrative functions.
- Handled Foreign Investment Committee (FIC) translation of documents for expatriates.
- Managed accommodation, flight reservations, and
- hotel/serviced apartment deals.
- Handled cash book and petty cash.

Paralegal at Henry Goh & Co. (Feb 1994 – Nov 1994)

- Handled copyright, trademark and patent registrations in Malaysia.
- Conducted searches at the Registrar of Trademarks, Malaysia.
- Assisted lawyers and clients with filings and documentation.

Private Home Tutor (Jan 1991 – Jan 1994)

General Clerk at Stresscon Industries Sdn. Bhd. (Jan 1990 – Dec 1990)

- Performed general administrative duties including petty cash and daily bank book update