#### SUPEECHA BOONRORD

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**Bang Phai, Bang Khae**

###### Bangkok 10160, Thailand

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**POSITION SOUGHT:** Freelance Translator (English-Thai) and Copywriter

**NATIVE LANGUAGE:** Thai

**EDUCATION:**

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| **Level of Education & Year of Graduation** | Faculty & University | **Major** | **G.P.A.** |
| Master Degree (MA.),  2001 | Liberal Arts,  Thammasat University | English for Careers | 3.72 |
| Bachelor Degree (BA.),  1996 | Liberal Arts,  Thammasat University | Major: English  Minor: Psychology | 3.41  (Second Class Honors) |

**WORKING EXPERIENCES:**

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| **Period of Time** | **Company’s Name** | **Position & Responsibilities** |
| June ’09 - Present |  | **Freelance Translator:**  Translating from English into Thai and vice versa for human resources, marketing, IT, telecom, fashion and accessories, training, travel & accommodation, business, health, codes of conduct, psychology, patents and legal documents. |
| Aug ’08 – May ’09 | Asia Lion Co., Ltd. | **Editor & Translator:**  Translating (from English into Thai) and editing technical documents including marketing, computer, IT, training, and medical subjects. |
| Dec ’07 – July ’08 |  | **Freelance Translator:**  Translating from Thai into English and vice versa for technical, official, travel, legal, training, patent, business and general documents. |
| Sept ’07 – Nov ’07 | T.C.C. Captial Land Co., Ltd. | **Copywriter:**  Preparing original Thai and English write-ups as well as translating for print and online materials. Taking care of projects, starting from conceptualising, preparing texts with proper tone of voice, checking layouts, to proofreading. |
| Oct.’03 – Sept ‘07 | QI Services (Thailand) Co., Ltd. (formerly known as JR Mayer Collections Co., Ltd.) | **Senior Copywriter:**  Writing in English news, advertisements, articles and other promotional materials for print jobs and web sites. Translating from Thai into English and vice versa. Proofreading Thai and English texts and taking care of assigned projects. |
| Sept.’02 – Sept. ’03 | EQHO Communications (QTranslation Co., Ltd.) | **Translator:**  Translating marketing, advertising, technical, official, legal, financial, travel and common documents from Thai into English and vice versa. |
| June ’03 – June ’04 | Future Data (Thailand) Co., Ltd. | **Freelance Writer:**  Writing English articles concerning tourism, culture and spa for the *Siamese Magazine*. |
| May ’02 – Sept. ’02 | Teleinfo Media Co., Ltd. | **Web Editor:**  Preparing content for http://www.yellowpages.co.th in the columns of SMEs Guide, Buying Guide (in Thai), and Investor’s Guide (in English), as well as uploading the content into the web site. |
| Apr. ’96 – Apr. ’02 | G7 Publication Co., Ltd. | **Assistant Copy Editor & Writer:**  Writing English articles for *Thaiways*, a tourist magazine, planning out articles for each issue of the magazine, proofreading, doing researches, travelling for the first-hand information, and interviewing sources, as well as preparing Thai and English wording for brochures and advertisements. |

##### TRAINING:

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| **Period of Time** | **Type of Training** |
| Jun. 19-21, 2000 | Workshop Training for Editors at the National Printing Technology Training Center |

**ACHIEVEMENTS:** 1.Won the prestigious Bhumibol Scholarship from HM. the King in 1992, as a student making the highest score among students from the English-French Programme taking the entrance examination to Thammasat University (also the highest score in the Faculty of Liberal Arts).

2. Graduated (BE.) with the Second-Class Honors in 1996.

**AREAS OF EXPERTISE:** Almost 20 years of experience in versatile fields of translation including training, IT, Cyber Security & Internet knowledge, telecommunications, marketing, advertisement, IT, tourism and hospitality, human resources, health, patents, magazine articles, education, psychology, jewelry and luxury products, etc.

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| **Brands** | Workload (approx. wordcount) |
| Microsoft | Over 300,000 |
| Expedia | Over 100,000 |
| Swarovski | 50,000 |
| Clarins | 50,000 |
| Volvo Magazine | Over 70,000 |
| Apple | 50,000 |
| Google | 30,000 |
| Dell | 30,000 |
| IBM | 50,000 |
| Patents | Over 100 patents |

**EXPERIENCE IN LIFE SCIENCE:** Great experience (over 3 years) in translating regulatory and legal content for life-science related organizations:

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| --- | --- |
| **Client Names** | Workload (wordcount) |
| Allergan, Inc. | 20,236 |
| Bayer AG | 15,204 |
| Donnelley Language Solutions | 8,448 |
| Fresenius Group | 67,047 |

**DAILY OUTPUT (Translation):** 2,500-4,000 words per day

**CAT TOOLS:** Studio Trados 2019 Freelance, Translation Workspace, WorldServer, XTM

**SOFTWARE:** MS Office: (MS Word, MS Excel, MS PowerPoint)

**WORKING TIME:** Monday to Sunday (from 9:00 Hrs. – 18:00 Hrs.)

**PERSONAL DATA:** Age: 48

Sex: Female

Nationality: Thai

Health: Excellent

**REFERENCES:** Excellent references furnished upon request.