

Ira Susana, B.A.

08/3/2013

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PERSONAL DETAILS

D.O.B.: April 9, 1974

Marital Status: Married (3 children)

EDUCATION

University of New South Wales

Sydney, Australia

Bachelor of Arts, majoring French and Linguistics

TRANSLATION SPECIALTIES

HR Documents

- Employment Contracts
- Company Regulation/Code of Conduct
- Employees comments/survey
- Leadership Training Materials
- Etc.

Legal Documents

- Articles of Association
- Deed of Establishment
- Pre-marital Agreements
- Birth/marriage/death certificates
- Court decisions
- Presidential/Ministerial Decree
- Due Diligences
- Police Reports
- Etc.

Marketing Documents

- Product Advertisements
- Product Manuals
- Company Profiles/Presentations
- Market Research
- Etc.

Medical Documents

- Lab results, Medical records
- Medical product review
- Public Healthcare Services
- Etc.

Technical Documents

- Engineering Tender documents
- Machine/equipment Manuals
- Oil & Gas documents
- Electrical & Mechanical engineering
- Etc.

Other documents

- Religious
- Educational
- Health & Beauty
- Voice Talent Test
- Video subtitle
- Media & Communications

PROFESSIONAL MEMBERSHIP

- Association of Indonesian Translators – No. HPI-01-08-160
- Certified Legal Translator
Test/Certificate issued by University of Indonesia
Language pair: Indonesia >< English

CAT TOOLS

- Wordfast Classic and Wordfast Pro
- SDLX Lite
- Trados 2007