



## MS. NUTTHINEE JERACHASILP

### English-to-Thai Translator

Specialize in: ERP, Business, Marketing, Advertising, Media, Science, Engineering, Computer, Finance & Accounting, Automotive, Zoology, Documentary, Literature, and more

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***Nutthinee Jerachasilp***, a native Thai who spent 8 years of Thai and English translation and localization through solid work in various industries, as well as over 2 years working as an in-house translator in proactive environment for one of the most globally well-known localization company. She provides you an excellence English to Thai translation conveying source words into perfect target language communication.

Your translation, transcreation, and localization assignments will be treated professionally and delivering powerful impact to your target audience as per your requirement. You can expect the final translation quality of hard work research, compliance with instruction and style guide as well as accuracy, clarity, and naturalness. Also, you can rely on the Specific, Measurable, Accuracy, Reliable, and Time-bound performance with warm and friendly support all the way through until project is completed.

YEAR OF EXPERIENCE:	Freelance: 2004 – Present / Full-time: 2012-Present
LANGUAGE PAIR:	English to Thai (Native)
AREA OF EXPERTISE:	ERP, Business & Commerce, Finance & Accounting, Human Resources, Media, Marketing, Advertising & Public Relations, Copywriting, Journalism, Subtitling, Engineering, Computer, Electronics, Telecommunication, Automotive, IT, Internet & E-Commerce, Machinery & Tools, Photography, Cartography, Real Estate, Architect, Industry & Technology, Manufacturing, Travel & Tourism, Ecology & Environment, Botany, Biology, Forestry, Zoology, Geography, GIS, Social Science, Human Science, Education, Philosophy, Documentary, Psychology, Literature & Poetry, Website Localization
DAILY PRODUCTIVITY:	Approx. 2,000 – 3,000 word count / day
FILE FORMATS:	MS Words, Adobe PDF
CAT / QA TOOLS:	SDL TRADOS, Translation Workspace, Hyper Hub, Twitter Translation Center, Idiom WorldServer Desktop Workbench, Google Translator Toolkit, AntCont, Linguistic Toolbox, Search & Replace, Hhrimp
SERVICE RATE:	USD 0.10 per source word / Minimum Charge USD 10.00
PAYMENT CHANNEL:	PayPal, Money Booker
PAYMENT TERM:	- Credit 30 Days after invoice date - 30% Deposit for project volume over 30,000 of Source or Target words, and/or Progress payment for 10,000 of Source or Target words intervals

## EDUCATION:

- 2011- 2014: Master of Arts Program in English-Thai Translation, Thammasat University / GPA : 3.67  
2001 - 2004: Bachelor of Arts in Thai and English Languages and Literature, Silpakorn University / GPA : 3.05  
1995 – 2001: Ratwinit Bangkaew High School Major: Japanese / Minor: English / GPA : 3.46

## WORK EXPERIENCE:

- 2004 – 2014 Freelance Thai and English Translator  
2012 – 2014 In-house Translator / Lionbridge (Thailand) Co., Ltd.  
Description: Translation, Editing, Proof read, QC, QA, One-stop linguistic process, Linguistic test, etc.
- 2009 – 2012 Operation Officer / Wildlife Conservation Society (WCS) Thailand Program  
Description:
- WCS Thailand website co-management & construction
  - Web content providing, translation & administration
  - Provide all linguistic tasks for publishing & PR materials, ex. writing, translating & proof read of technical manuals, scientific research papers, field guides, factsheet, etc.
  - Outsourcing field gears, lab chemicals & research technical equipment & materials
  - Arrange & organize events, exhibition, campaign, as well as Internal, government and international meetings & conferences
  - Filing, documentation management and all administrative tasks
  - Support finance & accounting related works
- 2007– 2009 Project Manager Assistant, Coordinator and Financial Control for Marriott Courtyard Patong Hotel renovation & Interior Decoration Project / CH Prosper Co., Ltd.  
Description:
- Prepare, manage, translate and authorize all documentary from bidding through handover and invoicing process
  - Outsourcing labors and all construction materials
  - Inspect, supervise & quality control through the construction processes
  - Accounting and financial controls
  - Human resource management & welfare provided
  - Coordinate with M&E engineering contractors on working sequences, troubleshoot and manage defects refinement on architect works impacted by M&E errors.
- 2006 – 2007 Secretary to President / Beijing Urban Construction International Co., Ltd.  
Description:
- Prepare, arrange and build-up office operation
  - Settle and run administrative operation system
  - Provide translation and interpretation to foreign CEO & partners

- Secretarial tasks: Prepare agenda, minutes taken, operational & executive report arrangement, etc.

2004 – 2007 Part time English and Thai Languages Teacher

- Description: - Student problems analysis and provide extra curriculum and activities corresponding to their needs to improve and enhance their perception skill and academic knowledge

2005 – 2006 Secretary to General Manager / All Seasons Property Management Co., Ltd.

- Description: - Secretarial tasks: Prepare agenda, weekly minutes taken, operational & executive monthly report arrangement, etc.
- Troubleshoot critical issues which are out of building manager controls
  - Prepare & filing Lease Agreement, real estate paperwork & all related document

2004 – 2005 Assistance Marketing Manager / Casday Corporation., Ltd.

- Description: - Cooperate with clients & inspectors, deal with design & factory process, QC, QA, packaging, shipping, etc.

2004 – 2005 Part-time Domestic Tourism Staff / Rung Rueng Tour Co., Ltd.

- Description: - Secretary to the President of The Association of Thai Travel Agents during a new marine tourism route survey along the Gulf of Thailand
- Tourist guide in trips along Andaman Sea coastline of Southern Thailand

#### VOLUNTARY:

2009 – Present Linguistic services for the head quarter of Western Thungyai Naresuan Wildlife Sanctuary, Thailand Natural World Heritage Site

- Website translation, public relation materials and other document translation, proof read, etc.
- Support research information & paperwork resources

2012 Co-translation on a hardback photo book of tiger research called "Tiger: Now or Forever" by Khao Nang Rum Wildlife Research Station  
Published under support of the Department of National Park, Wildlife and Plant Conservation and PTT Exploration and Production Public Company Limited

2003 – Present Membership, translator, and interpreter for the Foundation of Western Forest Complex Conservation (FWFCC)

- Co-translate WFC (the former FWFCC) website and other document
- Welcome, take care, and cooperate with donors and partners
- Assist accounting, finance, taxation, and other administrative tasks