** Miss Duangduean Tongchat**

House No.24, Village No.4, Wongkapee sub-district, Mueang district, Uttaradit province, 53170

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**Self-Introduction**: I’m a native Thai, work as full-time freelance translator of English to Thai based in Uttaradit province with 6 years of experience. I got Bachelor of Mining and Petroleum Engineering from Chulalongkorn University in 1995 and I have 15 years experiences in engineering field. I got Bachelor of Arts (English) from Sukhothai Thammathirat Open University in January 2017. I’m comfortable working with texts belonging to various domains, and I can provide full time for translation. I have a positive attitude, professional communication (Email culture, prompt reply).

**Personal Data**:

Date of Birth : 1974

Nationality : Thai

Languages : a good command of reading/writing/translating English, excellent in Thai

**Education Background**:

**Sukhothai Thammathirat Open University Graduated year 2017**

Faculty of Liberal Arts

Bachelor of Arts (English)

**Chulalongkorn University Graduated year 1995**

Faculty of Engineering

Bachelor of Engineering (Mining and Petroleum)

**Work Histories**:

Freelance Translator

* Translation Experience : 2015-present
* Pair of English : English to Thai: Translation, Editing and Proofreading
* Software : Microsoft (Word/Excel/PowerPoint), PDF, AutoCAD, AutoCad Land Desktop, Internet, Mobile App.,

Trados 2019, Transtool, TMS, MemSource, MemoQ

* Available Work Hours : Mon-Sat (start 08:00 A.M. – 10.00 P.M.), daily output: 1500-2500 source words a day,

No working during 10.00 P.M. – 03.00 A.M.

* Specializations:

|  |  |  |
| --- | --- | --- |
| Mining & Management | Geology & Minerals and Geological Resources Exploration | Engineering |
| Mining Law | Processing and Production Plant & Manufacturing | E-commerce |
| Minerals | Machinery & Tools & Automotive | IT & Computer |

* Interest Areas:

|  |  |  |  |
| --- | --- | --- | --- |
| Psychology | Energy | Agriculture | Meditation |
| General Law | Finance | E-Learning | General Business |
| General Medical | Marketing | Social Media | Life Science |
| Health | Economic | Subtitle | Trading |

* Previous Translations:

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| --- | --- | --- |
| Abstracts/Article (Stocks, Minerals, Energy) | Overview – Junior NBA | Paint study |
| Manual -Surface Mine Haulage Road Design (50 pages) | Share Certificate form (Bor Aor Jor 5 Form) | Car Cam |
| Research (Rock Study) | Daily Report on the case (Royal Thai Police) | Health Center |
| Website (Company profiles and products)- Carbon product | Safety best practice – fire, train, airport, building | Industrial Air Filter |
| Manual -IT Support Center (27 pages) | Review - perfume | Adhesive Etching |
| Manual -Lync 2013 for Office 365 Quick Reference: Audio, Instant Messaging, Presence and Contacts, Meetings, Sharing and Collaboration, Video, Web App. | Certified Form of Particulars of Civil Registration from Registration Database | Manual - Submergible pump |
| Statement of Work; Laboratory Resource Management Program | Workbook -The International Assembly of Rotary’s District Governor | Manual - Safety instruction of Robot system |
| Motion Control | User Manual -Solar Cell | User manual – air condition |
| Political Theory / Tourism Theory | User Manual –Automated TFF-System (62 pages) | User manual –washing machine |
| FSRU Project (Floating Storage and Regasification Unit) | User Manual -Turbo Fan | Leader’s guide – Account Management system |
| Foundation of Aluminium Alloy | User Manual -Mobile App manual | Home Appliance WiFi instruction |
| Recipe | Referral noted - Medical Centre | User Manual – Gas Stove |
| Plaster board and metal sheet products | Power Purchase Agreement (PEA) | Forex trading |
| Fishing operation of oil drilling | Game on mobile | exercise manual – SAP for plant |
| Risk of Nickel Sulfide presence in glass | General Terms and Conditions of Purchase | COVID-19 vaccine |
| Operation Instruction of Boiler (36 pages) | Brochure Marketing - Software | Data Classification Policy |
| Material safety data sheet (MSDS) | Procedural Safeguards | Manual – beverage coder |
| Article – Drilling tools in rock | Article – The Gold report | MAN truck brochure |