

INTIRA POOMKAEW

English to Thai Translator /Editor /Proofreader /Reviewer



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Proz: <https://www.proz.com/translator/2589097>

Education Background

Master's Degree in **ENGLISH-THAI TRANSLATION** Bangkok, Thailand

Research Institute for Languages and Cultures of Asia, Mahidol University

Core Modules: *Language Analysis, Pragmatics and Translation, Research Design and Practice, Essence Methodology, Theories and Principles of Professional Translation, Screen Translation, Seminar in Translation, News Translation, Multimodality and Translation*

Bachelor's Degree in **ENGLISH-THAI TRANSLATION** Bangkok, Thailand

Kasetsart University

Core Modules: *Linguistics, Legal Translation, Mass Communication Translation, Commerce and Marketing Translation, Academic Translation, Advanced Contrastive Analysis of Thai & English Translation, Science Translation*

Language Services:

- Translation
- Localization
- Editing
- Proofreading /Reviewing

Working Experiences

Translation for LSPs' and Translation Agencies in USA, UK, Europe, South America, and Asia

Full-time Freelance Translator /Editor /Proofreader /Reviewer (10 years) 2010 – Present

Sample of projects / clients:

Google, Facebook, Wix, Smallpdf, Alipay, GAN Integrity New York, Lacoste, Coach, Shiseido, L'Oreal, NYX, Boots, Watsons, AesMed, Swatch, Bridgestone, Hitachi, Rakuten, Hafele, Whitebread, Charles Monat Associates, Ben & Jerry's, ProQuest, Sulbing, Electronic Government Agency (EGA), Allnex, Teijin, British Council, Ingredion, Bio Foundation Switzerland, International Human Rights Commission (IHRC), Avon Products, Aventi, The Blue Circle, John Bean Technologies (JBT), United Nations Development Programme (UNDP), Official Journal of the European Union, Bank of Thailand, Kasikorn Bank, Rosewood Bangkok Hotel, Thailand Directory Tourism (TDT), Thailand Convention and Exhibition Bureau (TCEB), FIVB Volleyball League, etc.

Proofreading & Editing for Publishers

Freelance English<>Thai Proofreader /Editor (7 years) 2013 - Present

Think Beyond, Por Sor Pattana, Poombundit, Inspal

- Textbooks, exam books, test preparation books for publishers (more than 90 books)

Subtitle Translation

Freelance English<>Thai Subtitle Translator (5 years)

AMARIN TV Channel

July 2015 - Dec 2018

- "Showroom" Program: House decoration & Cooking

▪ **Others**

- Tourism, historical and natural tourist attractions, condominium presentation

Export Sales (6 years)

2003 – 2009

Thai Plastic Bag Industries Co., Ltd.

- Handled purchase orders & documents supporting clients in Asia, USA, Europe.
- Solved customers' complaints and product defection.
- Visited customers and attended the Exhibitions in Hong Kong and California, USA.

Translation Training Course & Certificates:

- ***Standard of Translator and Tendency of Translation in the 21st Century*** 2016
Organized by the Faculty of Liberal Arts, Mahidol University
- ***Legal Translation*** 2016
Organized by the Faculty of Liberal Arts, Mahidol University
- ***Magazine Translation*** 2015
Organized by Thammasat University
- ***Roles of Translation and Interpretation of Ministry of Foreign Affairs*** 2014
Organized by the Faculty of Liberal Arts, Mahidol University
- ***Book Translation and Necessity of Translation*** 2014
Organized by the Faculty of Liberal Arts, Mahidol University
- ***News to Translation Teaching*** 2012
Organized by the Faculty of Humanities, University of Thai Chamber

Professional Soft Skill Development Certificates

- ***Intellectual Property, Patent and Copyright*** 2019
Organized by the Faculty of Graduate Studies, Mahidol University
- ***Creativity, Design Thinking to Innovate Products and Services*** 2019
Organized by the Faculty of Graduate Studies, Mahidol University

Computer skills

Computer: MS Office (Word, Excel, Power Point), ERP (Oracle), Corpus, Antconc

CAT tools: SDL Trados, MemoQ, Memsource, MateCat, Smartcat, Across, Dejavu, Smartling, Transifex, Wordbee, Wordfast, XTM, Apsic Xbench

Other digital platforms: XTRF, Basecamp, Plunet

Productivity /Capacity per day

- 2,000-2,500 words

Payment Methods

- Bank transfer, PayPal, Payoneer

AREAS OF EXPERTISE & PREVIOUS JOBS

LAW

- Writ /Litigation /Plaint /Petition /Judicial Order /Ordinary Civil Case / Decided Case / Undecided Case /Warrant of Arrest /Summons /Accusation /Dispute Mediation / /Affidavit Record of testimony /Letter of Case Termination / Legal License /Police Daily Record
- Contract /Agreement /Convention
- Act /Government Gazette /Ministerial Regulations /Notification of Ministry
- Power of Attorney /Letter of Consent / Governmental Documents / Children Adoption
- Letter to Embassy /Legal Certificates /Official Certificates

IT/ TECHNOLOGY

- Software
- Mobile Application for iOS & Android
- Terms of Service (TOS)

ADVERTISING/MARKETING

- Business Report /Business Certificate /Privacy Statement / Marketing Research
- Advertising /Brochure /Leaflet /Guidebook /Poster
- Website /Social Media /News
- Cosmetics /Beauty Products /Terms of Use /Private Notice /Private Policy

MEDICAL/LIFE SCIENCE

- Academic Articles /Laboratory Report /Test Result
- Clinical Trial Protocol /Clinical Trial /Case Report Forms
- Consent Form for Procedure /General Diagnostic Investigation
- Medical Devices /TOR of treatment and operations
- Parentage Testing Report /Testing and Analysis Report
- Questionnaire /Assessment Form /Informed Consent
- Medical Certificate /Letter of Authorization

FINANCE/ACCOUNTING

- Financial Statement /Auditor's Report /Invitation Letter
- Private Fund Management Agreement /Regulations of Mutual Fund
- Prospectus /Investor Profile /Executive Summary /Securities Shareholder Information
- Company Profile / Articles of Association / Memorandum of Association
- Listed companies of SET Thailand / Register of Shareholders
- Minute of Extraordinary General Meeting and Annual General Meeting of Shareholders
- Tender Offer /Acquisition of Asset / Asset Acquisition
- Share Purchase Agreement /Joint Venture Agreement /Provident Fund
- Letter of Credit / Certificate of Origin / Bill of Lading

INDUSTRY/MANUFACTURING

- Internal Quality Audit /License of Production
- Term of Reference (TOR) / Product Specification
- Business Meeting /Policy /Code of Conduct /Work In Process /Operational Manual
- Notification Letter /Business Meeting /Memorandum of Understanding (MOU)

OPERATION MANUAL/HANDBOOK/GUIDEBOOK/TECHNIQUE

- Machine /Equipment /Instrument
- Production Process / Training Software / Program / Manual

SCIENCE/BIOLOGY/CHEMISTRY

- Academic Articles / International Journals /Test Result

EDUCATION

- Research Methodology /Case Study /Literature Review /Report
- Thesis /Independent Study /Proposal /Abstract
- Transcript /Educational Certificates /Academic Articles /Report

COOKBOOK

- Thai recipe /Thai dessert
- Bakery /Cookie /Cake /Cupcake /Ice-cream

TRAVEL/TOURISM/HOSPITALITY

- Tourist Attractions / Histories / Tourism / Hotel promotion

PORTFOLIO

LAW

- Guideline for Consent [MINISTRY OF JUSTICE, DENMARK]
- Children Adoption [DANISH ADOPTION ACT]
- Agreement [ALIPAY]
- Privacy Obligation [L'OREAL AUSTRALIA]
- Public Health (Food) Regulations [LAW OF BRUNEI]
- Territory of The British Virgin Islands [INTERNATIONAL BUSINESS COMPANY ACT]
- Goodwill Ambassadors of IHRC [INTERNATIONAL HUMAN RIGHTS COMMISSION]
- DCI-NSA PVD/2011 [THE EUROPEAN UNION AND NUMICIPALITY LEAGUE OF THAILAND [MLT]]

IT/TECHNOLOGY

- Facebook Ads Terms of Use [WIX]
- HR Training Software [GAN Integrity NEW YORK]
- Mobile Application for iOS & Android [SMALLPDF]

ADVERTISING/MARKETING

- Social & Fair Trade Certification Programme [BIO FOUNDATION SWITZERLAND]
- RAKUTEN Global Magazine [JAPAN]
- CONNECT Newsletter [HITACHI, JAPAN]
- Sustainable Development [CATHAY PACIFIC]
- Marketing Study of Potential Markets Meeting and Incentive Department in Indonesia, Italy, Germany [THAILAND CONVENTION AND EXHIBITION BUREAU [TCEB]]
- Trend in Accounting Management [PROQUEST, USA]
- Editing Lyrics for subtitling 'Stupid Love' [LADY GAGA]

FINANCE/ACCOUNTING

- Financial Statement [BOOTS & WATSON]
- Private Fund Management Agreement [MERCHANT PARTNERS SECURITIES PCL]
- FINTECH Marketing Analysis /Business Plan [FINCAP4U]
- Local Debit network License [BANK OF THAILAND]
- VISA B2B Connect Project [KASIKORN BANK, THAILAND]

INDUSTRY/MANUFACTURING

- Service Satisfaction Survey Project [ELECTRONIC GOVERNMENT AGENCY [EGA]]
- Work in Process/Operational Manual [THAI PLASTIC BAG INDUSTRY]
- Information Security Handbook [TEIJIN GROUP]
- Employee Handbook [KS ENERGY GROUP]
- Code of Conduct [WHITBREAD, UK]
- Global Whistle-Blowing System [YASKAWA GROUP]
- Work in Process & Operation Manual [P.AUDIO THAILAND]

OPERATION MANUAL/HANDBOOK/GUIDEBOOK

- HR Manual Recruitment & Employee Relations [BRIDGESTONE TIRE MANUFACTURING]
- Halal Manual [TAO KAE NOI FOOD MARKETING, INDONESIA]
- Conventional Air Fryer [AVENTI]
- Equipment / Tooling /Machines [P.AUDIO THAILAND]

EDUCATION

- Donaldson Scholarship & Student Exchange Program [YOUTH FOR UNDERSTANDING, USA]
- Choosing Your Degree Programme and Institution [BRITISH COUNCIL]
- Guide to Law Study in the UK [BRITISH COUNCIL]
- Engineering Education [BRITISH COUNCIL]
- Connecting Classrooms [PARTICIPANT BOOKLET]

WEBSITE

- SMALLPDF
- ADVANCE AVIATION
- NYX
- LANVIN PARFUMS
- THAI FARMER PRODUCTS
- AROWANA FARM

COOKBOOK

- Decorating Instructions of Cake, Ice Cream Cake and Cupcake [BEN & JERRY'S, USA]

TRAVEL/TOURISM/HOSPITALITY

- Tourist attractions in Thailand [TOURISM AUTHORITY OF THAILAND, TAT]
- Hotel promotion [LANDMARK HOTEL]
- Hotel promotion [BOOKING.COM]

SPORT

- FIVB Volleyball 2019

ART

- Art Catalogue "Pra Mae Phosop", The Goddess of Rice: A Meaningful Artwork for Will and Hope of Thai Agriculturists " presented & distributed at the 46th INTERNATIONAL EXHIBITION of INVENTIONS PALEXPO, GENEVA, SWITZERLAND
- Art Catalogue "Jitdrathanee: The Cycle of Rebirth (Joyful Painting)" presented & distributed at the 2nd DHAMMA ART EXHIBITION, SEVEN ART GALLERY, BANGKOK, THAILAND
- Video Clip "Contemporary Buddhism Art"