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| C:\Users\owner\Downloads\IMG-20171117-WA0033_1_1 (1).jpg |  | **NOOR JULIANA MAT ISA**  Email: [julianamatisa73@gmail.com](mailto:julianamatisa73@gmail.com)  Mobile: +6011 – 5856 8750 |
| ADDRESS 34, Jalan Klebang Perdana 10  Desa Klebang Perdana  31200 Chemor  Perak, MALAYSIA MOBILE +6011 – 5856 8750 EMAIL [julianamatisa73@gmail.com](mailto:julianamatisa73@gmail.com) LANGUAGE Malay, English, Japanese CURRENT JOB Freelance Translator SERVICES AND RATES  |  |  | | --- | --- | | **EN > MS** | **USD per source word** | | **Translation**  Daily Output: 3000 words | **0.06** | | **Editing**  Daily Output: 5000 words | **0.03** | | **ProofReading**  Daily Output: 5000 words | **0.03** | | **Hourly Charge** | **USD30 per hour** | | **Min. Charge** (<200w) | **USD20** | |  | EDUCATIONHitotsubashi University, Tokyo, Japan – Degree In Commerce 1993 - 1997  **Universiti Malaya, K. Lumpur, Malaysia – Japanese Preparation Course**  1991 - 1993 Tunku Kurshiah College, Seremban, Malaysia – SPM with Grade 1 1989 - 1990 WORK EXPERIENCEAEON CO. - Customer Care Manager Managing Customer Care Department, Conducting Staff Trainings, Writing Reports, Handling various company events The Japanese Chamber of Trade & Industry, Malayisa - Administrator Translating Japanese and English Documentations, Conducting Survey, Writing Reports, Preparing documents for various divisional meetings  **Taisei Corporation – Admin Executive**  Data Entry, Transcribing recorded minutes of meeting for Senior Management, Translating technical and non-technical documentation field of EXPERIENCE & interest  * Translating (English > Malay, Japanese > Malay), Proofreading, Editing, Copywriting, Transcribing, Voice Over Services, etc. * Managing Projects * Data Entry * Conducting Survey  TOOLS Google Translator Toolkit, MateCAT, MemSource, SDL Trados Studio, Smartcat (TMS), Smartling, MS Word/Excel/Powerpoint 2010, Adobe, Winzip |