|  |  |  |
| --- | --- | --- |
| C:\Users\owner\Downloads\IMG-20171117-WA0033_1_1 (1).jpg |  | **NOOR JULIANA MAT ISA**Email: julianamatisa73@gmail.comMobile: +6011 – 5856 8750 |
| ADDRESS34, Jalan Klebang Perdana 10Desa Klebang Perdana31200 ChemorPerak, MALAYSIAMOBILE+6011 – 5856 8750EMAIL julianamatisa73@gmail.comLANGUAGEMalay, English, JapaneseCURRENT JOBFreelance TranslatorSERVICES AND RATES

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| --- | --- |
| **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 Commerce1993 - 1997**Universiti Malaya, K. Lumpur, Malaysia – Japanese Preparation Course**1991 - 1993Tunku Kurshiah College, Seremban, Malaysia – SPM with Grade 11989 - 1990WORK EXPERIENCEAEON CO. - Customer Care ManagerManaging Customer Care Department, Conducting Staff Trainings, Writing Reports, Handling various company eventsThe Japanese Chamber of Trade & Industry, Malayisa - AdministratorTranslating 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

TOOLSGoogle Translator Toolkit, MateCAT, MemSource, SDL Trados Studio, Smartcat (TMS), Smartling, MS Word/Excel/Powerpoint 2010, Adobe, Winzip |