

SUTHEERA PHIMOLTHITIKUL

English-to-Thai Freelance Translator

Specialize in General Business, Human Resource Development and etc.

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Sutheera Phimolthitikul, with more than 3-year experience freelance translator, is a native Thai who worked with an international non-profit organization as Administrative Manager for more than 10 years in human resource development, resource mobilization and training. During the past three year of freelance translator, her expertise has been extended to business, IT development and etc.

Every project is served professionally by conveying the source project into perfect target language translation. Highly punctual delivery deadline and friendly working habits.

Education Data:

1993 - 1997: Bachelor Degree, Faculty of Arts, Chulalongkorn University
Major: Italian Minor: English and Thai

Year of experience:

July 2013 – Present: Freelance Translator, Home Office
- To provide professional translation service as required.

January 2000 – April 2013: Administrative Manager, Heifer International
(Thailand), Chiang Mai province

As Administrative Manager, I was responsible for all administrative and human resource aspects of Heifer Thailand in accordance with the organizational policies/procedures. This included assisting Country Director and Planning Monitoring and Evaluation Manager in the monitoring of projects and supporting project partners to meet requirements and in communications with external stakeholders.

Working Language Pair: English to Thai (Native)

Area of specialization:

- General Business
- Human Resource Development
- Information Technology
- Etc.

Payment: PayPal

Daily Capacity: Approx. 2,000 / day (working hours are flexible)

Software & Work Format: Ms. Words

Project Highlight:

General Business

- Tax System of Pakistan translation
- Leed V4 with Gyproc translation
- Samsung product contents translation
- Swarovski Repair Policy translation
- Swarovski Warranty Repair Manual translation
- Hitachi Global Skill Assessment Sheet translation
- Daewoo Washing Machine Instruction Manual
- Demurrage Charge Discount Request translation
- Maternity Guideline (Week 1 to Week 40) translation

IT

- Disruptive IT translation (English-to-Thai)
- ASEAN Digital Revolution translation
- Digital Insurer translation
- Blockchain translation
- Cyber Ecosystem translation (Thai-to-English)
- Threat Response Adaptive Core Ecosystem (TRACE) (Thai-to-English translation)
- Communication Market Result (Thai-to-English translation)
- Cyber-Ecosystem translation (Thai-to-English translation)

Medical Translation

- Sukhumvit Hospital Website contents translation
- Brochure of I-monitor (independent software data archiving system)
- Pro-project unmatched solutions for quality control

Legal/Official Certificates

- Lease Agreement translation(English-to-Thai and vice versa)
- License Agreement translation
- Purchase Agreement translation
- Diploma Certificate translation
- Nomination Letter translation
- Birth Certificate, House Registration, Name Change Certificate, Academic Record (Thai-to-English translation)
- Certificate of Parental Powers (Thai-to-English translation)
- Child Study Report for Adoption (Thai-to-English translation)
- Cosmetic Notification Receipt (Thai-to-English translation)

HR

- Staff obligation translation
- Statement of release of claim translation
- Employee handbook translation (English-to-Thai and vice versa)

Others

- INSARAG Guideline Volume I,II, III
- Climate Change reports translation (Thai-to-English)
- Impact stories of target villages, participating families translation (Thai-to-English)
- Project proposal entitled Technical Services on the Productive Uses of Renewable Energy Technologies for Climate Smart Upland Agriculture and Livelihoods Improvement in Mae Hong Son Province (Thai-to-English)
- And more...