

## RESUME

### CAREER OBJECTIVES

Seeking for employment that allows me to utilise my knowledge and experience to become a skilful worker. I also want to challenge myself to learn new things by contributing to the company and community and achieving successful career in the future.

### PERSONAL INFORMATION

Name : Murni Binti Jamaludin  
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Skype id : mjmurni  
NRIC : 881113-08-5884  
Nationality : Malaysian



### EDUCATION

**June 2007 - Oct 2011:** Universiti Putra Malaysia, Selangor Darul Ehsan  
Bachelor Science of Nutrition and Community Health

### WORKING EXPERIENCE

#### Jan 2016 - Recent

MotaWord, 250 West 57th Street, Suite 2001 - New York, NY, 10107

Freelance translator

- Doing English to Malay translation for:  
Games (phone apps, arcade game) - 1000 words  
General finance - 1000 words

#### Aug 2016 - Recent

Asialocalize, Level 36, Menara Citibank, 165 Jalan Ampang, 50450 Kuala Lumpur, Malaysia

Freelance translator

- Translate various English documents to Malay language

#### Apr 2015 - Recent

Lionbridge Technologies, 1050 Winter Street, Suite 2300, Waltham, MA 02451

Web Evaluator

- Checking Malay translation for websites
- Evaluate websites/videos for query satisfaction, accuracy, efficiency and mobile-friendly
- Transcribe and checking Malay audio transcriptions

#### Apr 2015 - Recent

SpeeQual Sdn Bhd, Ampang

Freelance translator

- Translate SAP documents from English to Malay using SAP system

**Feb 2015 - Recent**

VNLOCTRA Co., Ltd  
 unit 706 North Star building, 4 Da Tuong, Hanoi, Vietnam  
 Freelance translator

- Doing English to Malay translation for technical, manual, and general content
- Doing revision/editing for translation document from English to Malay

**July 2015 - Mar 2016**

Ultimate Translations, Jalan Stesen Sentral 5, KL Sentral, 50470 Kuala Lumpur, Wilayah Persekutuan Kuala Lumpur, Malaysia  
 Freelance translator

- Translate English to Malay version of Material Safety Data Sheet (MSDS) for chemical products (approximately 100,000 words)

**May 2014 - Recent**

Malaysian Institute of Books and Translation (ITBM)  
 Freelance translator

- Translate English language to Malay language
- Translate general text, nutrition, diet, medical, healthcare, science, IT, technical, property, subtitle, SAP, and editing

**Dec 2013 - Recent**

IIUM Press, Research Management Centre, International Islamic University Malaysia  
 Language Editor

- Checking grammar, vocabulary, punctuation and references (APA style), consistency of numbering style, font, font size, graphs, diagrams, tables and others

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|-----------------------------------|
| <b>SERVICE RATES (NEGOTIABLE)</b> |
|-----------------------------------|

|                               |               |                              |
|-------------------------------|---------------|------------------------------|
| Translation per word:         | USD 0.05-0.10 | Translation per hour: USD 50 |
| Editing per word:             | USD 0.025     | Proofreading per page: USD 8 |
| Malay Transcription per hour: | USD 60        |                              |

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| <b>CERTIFICATES</b> |
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**Sept 17 - Sept 20, 2014**

Certificate in Editing of Translations  
 Malaysian Institute of Translation & Books (ITBM)  
 Workshop on Editing of Translations (Intensive)

- Training for editing on translations for articles in mass communication, science and technology, creative literature, and general text
- Learnt editing methods using computer and proof symbols

**Sept 17 - Sept 30, 2013**

Certificate of Translation (Malay to English & English to Malay)  
 Malaysian Institute of Translation & Books (ITBM)  
 General Translation Course (Intensive)

- Training for translation including advertisement, general text, law text, social sciences, science and technology, and creative literature
- Learnt doing translation from English to Malay and Malay to English language

### May - June 2013

Certificate of Customer Service Management

Wisma Belia, Kuala Lumpur

Graduate Career Accelerated Program (GCAP)

- Learnt about public speaking, grooming skills, presentation skills and team work
- Involved in group activities, built rapport among group members and improved communication skills

#### CO-CURRICULAR ACTIVITIES

- Completed Editing of Translations Course, ITBM - 2014
- Completed General Translation Course (Intensive), ITBM - 2013
- Completed Graduate Career Accelerated Programme (GCAP) - 2013
- Facilitator for seminar: Young Women @ Heart - 2010
- Deputy Director, Nutrition and Dietetic Club, UPM - 2009
- Treasurer, Kelab Al-Biruni, UPM - 2008

#### LANGUAGE (COMMUNICATION & WRITING)

- English and Malay (native)

#### COMPUTER SKILLS

- Windows 10
- Microsoft Office: Word, Excel, PowerPoint
- Nutritionist Pro
- Across
- Translation Workspace
- Memsources
- Translation Management System (TMS)
- Adobe Reader
- SPSS: Statistical Package for the Social Sciences
- SAP
- Smartling
- MateCat
- SDL Trados Studio 2014
- memoQ

#### REFERENCES

##### **Afrizal Luthfi**

Project Manager

SpeeQual Sdn. Bhd.

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Executive

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