

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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Malaysia.
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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
Translator

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

April 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

May 2014 - Recent

Malaysian Institute of Books and Translation (ITBM)
Part-Time 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

Manuscript Editor

- Checking grammar, vocabulary, punctuation and references (APA style) for thesis in English language
- Make sure the consistency of numbering style, font, font size, graphs, diagrams, tables and others

Apr 2015 - Feb 2016

SpeeQual Sdn Bhd, Ampang

Part-Time Translator (SAP)

- Translate SAP documents from English to Malay using SAP system

SERVICE RATES (NEGOTIABLE)

Translation per word: USD 0.10-0.15

Translation per hour: USD 50

Editing per word: USD 0.05

Malay Transcription: USD 30/hour

CERTIFICATES

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)

- Malay (native)
- English

COMPUTER SKILLS

- Windows 10
- Adobe Reader
- Microsoft Office: Word, Excel, PowerPoint
- SPSS: Statistical Package for the Social Sciences
- Nutritionist Pro
- SAP
- Across
- Smartling
- Translation Workspace
- MateCat

REFERENCES

Afrizal Luthfi

Project Manager
SpeeQual Sdn. Bhd.
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Noraidah Nordin

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Translation and Publishing Department
Malaysian Institute of Books and Translation
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List of Translation Job:

SpeeQual Sdn. Bhd.

- Translation of SAP documents from English to Malay using SAP system
- Translation from English to Malay using Smartling, Across and Translation Workspace

ITBM

- Health survey questionnaires
- Colgate's Cod of Conduct (May 2015)
- Kids & Obesity: Does Television Make You Fat? Lifestyle and Obesity (Aug 2014)
- Kids & Obesity: At Home in Your Body: Care the Shape You're In (Aug 2014)
- Kids & Obesity: Weighted Down: When Being Overweight Makes You Sick (Aug 2014)
- Kids & Obesity: What's the Best for You? (July 2014)
- Glycemic Load Diabetes Solution (May 2014)

List of Language Editing Job:

IIUM

- Harmful Algae of Malaysia (Jan 2017)
- Recoverability of Economic Loss in Malaysia: A Comparative Analysis (Aug 2016)
- Statistical Test for Your Quantitative Research Project (May 2016)
- Finance for Accounting Students (March 2016)
- Basic Psychological Needs Theory: Structural Equation Model Approach (March 2016)
- Indecent Assault Under the Criminal Justice System: Cases & Commentaries (December 2015)
- The Fundamentals of Strategic Leadership for Schools (November 2015)
- Introduction to Lattice Statistical Mechanics (September 2015)
- From Mosques to Khanqahs (The Origins and Rise of Sufism and Sufi Institutions) (July 2015)
- Experimental Methods in Modern Biotechnology Engineering (Oct 2014)
- Urban Public Space in Kuala Lumpur (Aug 2014)
- Malaysia Case Studies of Urban and Regional Planning (Apr 2014)
- The Basic Structure of Ethical Norms (Dec 2013)

List of Subtitle Companies:

BTI Studios

SferaStudios

TVibe