**ANITHA NATHEN**

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No 5 Jalan Harmoni 1/3, Johor Bahru, Johor 81100 | C: 0179947064 | ann3nita@yahoo.com

**Summary**

Interpreter and translator with more than 12 years of experience in English and Malay language communications and facilitating communication. Highly skilled in translating technical, legal and scientific documents. Strong ability to provide active listening and interpersonal communication skills to provide quick and accurate translation and interpretation service.

**Skills**

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| \* Translation and interpretation  \* Proofreading  \* Lecturing  \* Technical writing | \* Active listening and communication \*Training, Development and leadership |

**Experience**

**Freelance Translator, Proofreader** Jan 2008 to Current

* Provide academic report by converting texts from Malay to English for academic purpose (Business, Science)
* Facilitate English and Malay communication between Malay, Chinese, Korean, Japanese and French students
* Translate and proofread university students in  various type of materials as well as other projects such as: GDPR userportal\_2 ElFiMsPlRoVi, GDPR complianceservice\_2 ElFiMsPlRoVi, GDPR email\_2 ElFiMsPlRoVi
* Prioritize translation work to meet deadlines on multiple translation projects.

**English Language Instructor** March 2018 to Current  
**MAJODI Centre** － Masai, Johor

* Teach Communication English
* Teach active listening through transcription technique

**English Language Instructor** Jan 2013 to Aug 2015  
**Saidina Smart Enrichment Centre** － Pasir Gudang, Johor

* English for Daily Conversation (Pre-Intermediate, Intermediate)
* Module Preparation
* Lesson Planning
* Engage students and facilitate them in communication

**Freelance Language Instructor** Jan 2006 to Current  
Johor Bahru, Johor

• English 500 (IGCSE) for local and foreign students   
• English Conversational Course (Korean, Japanese, French, Italian)  
• Malay Conversational Course (Dutch, Italian, Chinese)  
• Teach Communication English

**Education and Training**

**Diploma**, **English Language CGPA 3.23** 2009

Southern University College (University College－ Skudai, Johor)

**Other additional skills**

• Translation from Malay to English  
• PSMB Certified Trainer (TTT)  
• Attended computer course and business course