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**UNCHALIND PHONGSAMAI**

A proactive and detailed-oriented freelance translator focusing on target achievement, 3 years’ experience in high speed railway electrification industry, 4 years experience in English tourist guide. 5 years’ experience in executive secretary for financial institution Willing to offer quality translation service with positive attitude and reliability characteristics to business seeking professionals service.

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**CONTACT**

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E-MAIL ADDRESS: specialtranslation@yahoo.com, unchalindp@gmail.com

Profile: <http://www.proz.com/profile/1900283>

Time Zone: GMT+7 (Bangkok, THAILAND)

**WORKING FIELDS**

* Technical translation
* Marketing translation
* Games
* Medical (general)
* Patents
* Transportation
* Automotive/ Cars &Truck
* General Engineering
* Finance/Banking
* History/Culture/Religion/Philosophy
* Sports/Fashion/Beauty/Cosmetics
* Website/Internet E-Commerce/ IT
* General/Letters
* Social Media
* Life Science
* Telecommunications
* Food & Beverage/Wine

**LANGUAGES SERVICES**

* **Native Thai**
* English-Thai
* Thai-English
* Translation
* Proofread/Reviewer
* Interpreting
* Voiceover
* Subtitling

**RATE**

* Translation 0.08 USD per source word
* Proofread/Reviewing per hourly rate basis

Long-term cooperation is negotiable

**PAYMENT METHOD**

* PayPale-mail: specialtranslation@outlook.co.th
* Wire Transfer

**EDUCATION**

 • 2003-2007 : Chulalongkorn University, **M.A.,** ***Thai Studies***
 Interdisciplinary (International Program)

 • 1999-2003 : Silpakorn University, **B.A.,** ***English and History***

**PROFESSIONAL EXPERIENCE**

* Present : Executive Secretary at Bank of Thailand,

**Freelance Translator**

* May 2011 – November 2015 : **Government Savings Bank (Head Office), Investment**

Operation Officer 6, secretary office to Executive Vice
President, Investment

* September 2007 – May 2011 : **Siemens Ltd. (Thailand), Mobility**

*Project Coordinator (Translator)* cum. Assistant to
Contract Manager for Suvarnabhumi Airport Rail Link and

 City Air Terminal Project and BTS extension line

 (On-nut to Bearing)

*Simultaneous interpreting* in meetings for Foreign Project Manager and Project Engineers with State Railway Of Thailand’s Project management team

*Consecutive interpreting* in Transfer of Technology

Training to State Railway of Thailand’s officers

• April 2007 – August 2007 : **LA English Ltd. (Callan Method)**

English courses Sales Executive and Customer Service

• January 2007 – March 2007 : **Personal Thesis Assistant** to Mr. Douglas Offenhartz

* December 2006 : Conduct Thesis

• June 2006 – November 2006 : **Marketing Officer**; eTranslatebiz Australia

• March 2006 - May 2006 : **Freelance Personal tutor (English)**

**PROFESSIONAL EXPERIENCE (CONTINUED)**

• March 2005 - April 2005;

June 2009 : **Research Assistant** to Dr. Rachelle Scott,

University of Tennessee, U.S.A.

• August 2004 - March 2007 : **Freelance tourist guide for English-speaking tourist**
 an authorized license issued by Tourism Authority of Thailand

• June 2003 - October 2003 : **Ao Prao Resort Co., Ltd. (Samed Resort)**

Sales Executive

• April 2002 : Translator Trainee, **Cosmopolitan Magazine (Thailand)**

**EXTRACURRICULAR ACTIVITIES & TRAININGS**

* 2014 : ProZ.com training webinar courses

 1. “Starting to work as a translator, gaining experience, improve service provided, spread the word”

 2. “Technical Writing and Translation in STE – Simplified Technical English”

* December 2009 : Master of Ceremony (Thank You Party – The State Railways of Thailand (Airport RL Project)
* September 2009 : Announcement in Archery Games in Chiang Mai

• February 2009 : Steven Covey’s 7 Habits for Highly Effective People

• November 2009 : Being the Best in Sales, Bangkok Life Assurance

• October 2003- March 2004 : Tourist Guide training program (English),

Silpakorn University

**SKILLS**

• Good command of English **TOEIC test scores 935**

• Excellent English, administrative management, self-motivated, great coordination and interpersonal skills

• Internet literate

**SOFTWARE**

• Microsoft Office Application

* Wordfast
* Fluency
* CafeTran
* XTM Cloud