

CURRICULUM VITAE

PATCHAREE GRAHAM (née Suwannavasit), Mrs.



PERSONAL DATA:

Age – Born in 1962
Nationality – Thai/British
Languages – Thai & English (speak, read and write fluently)
Skills – Touch typing (Thai & English at 60+ wpm), translating, editing & proofreading in both Thai and English

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QUALIFICATIONS:

- 1999 – Master of Social Science Degree (MSc) in Training and Human Resource Management from University of Leicester, UK
- 1988 – Diploma of Computer Studies:- Introduction to Computer, English & Thai Word Processing, Lotus 1-2-3 and Dbase III Plus from Siam Computer Technology School
- 1983 – Bachelor Degree (BBA) in Business Administration (Service Industries), majoring in Hotel from Ramkhamhaeng University, Thailand
- 1980 – Diploma of Higher Commercial Education from Kitti Commercial College, Thailand
- 1979 – G.C.E. 'O' Level from British Council:- Principles of Accounts, English Language and Siamese (i.e. translation from Thai into English and vice versa)
NB: this is an optional qualification, in addition to compulsory secondary education in Thailand.

CREDENTIALS:

- Please visit this link: <https://www.proz.com/feedback-card/13648> to view positive feedback from various clients on ProZ.com website.
- Qualification certificates and academic transcripts can be provided upon request.

BACKGROUND CHECKS:

- I currently hold an up-to-date **DBS (Disclosure and Barring Service) certificate**, which allows me to work on UK government related projects, e.g. Ministry of Justice and Ministry of Health documentation.
- Additional reference letters from my ex-employers can be provided upon request.

WORK EXPERIENCE:

- **January 2014 – Present** : **Professional Freelance Translator / Editor / Proofreader** (Full-time)

Providing freelance translation, editing, proofreading, coding and post-DTP checking services in English and Thai languages. Areas of expertise include Business, Finance, Marketing/PR, IT/Telecoms, Press Release/Media, Advertising (e.g. Copy adaptation), Survey/Questionnaire (e.g. Market research), Social Science/Psychology (e.g. Psychometric test), Service Industries (e.g. Tourism, Hotel, Airline), Manufacturing Industries, Education, Training & HRM (e.g. Anti-corruption e-learning course, Code of Conduct), Legal (e.g. Contract, Law stipulation), Medical (e.g. Clinical trial), Official Document (e.g. Marriage certificate, School transcript), Book (Fiction/Non-Fiction), etc.

- **January 2012 – December 2013** : **Jacobs UK Ltd. – Reading / Freelance Translator** (Part-time for both jobs)

Worked part-time as **Project Finance Controller** in the Sustainable Solutions Business Unit of a multinational company, whilst spending the remaining time providing freelance translation, editing & proofreading services.

- **March 2007 – December 2011** : **Jacobs UK Ltd. – Reading** (Full-time) / **Freelance Translator** (Part-time)

Worked full-time as **Assistant Professional & Project Finance Controller** in the Sustainable Solutions Business Unit of a multinational company, whilst continuing to provide freelance translation, editing & proofreading services on a part-time basis.

- **August 2000 – February 2007** : **Freelance Translator / Editor / Proofreader** (Full-time, whilst in Thailand, New Zealand & UK)

Providing freelance translation, editing & proofreading services in English and Thai languages.

- **January 1998 – July 2000** : **International School of the Regents, Thailand**

Was employed as **PR/Admissions Officer, Secretary to the Head of Secondary School and Academic Secretary/Student Counsellor** respectively. Besides general administrative duties, my responsibilities also involved substantially translation and interpretation from English into Thai and vice versa in order to facilitate communications among students, parents and teachers. In addition, I was appointed as Thai translator of the school's official publications, e.g. circular letters, newsletters, etc. in Academic Years 1998 & 1999.

- **July 1992 – December 1997** : **Career Break / Part-time Translator / English Language Tutor / Master's Student** (while in Thailand, Singapore and Malaysia)

Took a career break to bring up daughter, whilst working part-time as **Translator** and **English Language Tutor** at "Narong's Office". During this period, I also updated my computer skills in Microsoft Office, Word Perfect, etc. and embarked on a distance learning Master Degree's course in Training and Human Resource Management.

- **August 1990 – July 1992** : **Nobel's Explosives Co., Ltd. (ICI) Thailand Branch**

Was employed as **Administration Co-ordinator** and **Business/Administration Manager** respectively on a construction project of Nakorn Sawan Propellants Plant (Phase 2) for the Royal Thai Ministry of Defence. As my employer was a British contractor run by expatriate management team and its client was the Royal Thai Government under the control of a Committee comprising high-ranking Thai military officers, a major part of my job subsequently required a high level of official translation in the form of correspondence, minutes of meeting, etc. I also acted as a consecutive interpreter in the formal meeting held monthly between British CEO's team and Thai MoD's Committee throughout the whole project.

WORK EXPERIENCE (continued):

- **May 1989 – July 1990** : **Booker Tate Engineering (England)**
(formerly Tate & Lyle Engineering)

Was employed as **Administration Officer** in the Procurement/Shipping and Project Services Department in Bromley-based Head Office, in the UK.

- **December 1988 – April 1989** : **Accompanied husband to Holland**
- **August 1988 – September 1988** : **Studied various computer courses at Siam Computer Technology School**
- **November 1985 – July 1988** : **Nobel's Explosives Co., Ltd. (ICI) Thailand Branch**

Was employed as **Administration Officer** on a construction project of Nakorn Sawan Propellants Plant (Phase 1) for the Royal Thai Ministry of Defence. Responsibilities were similar to those of Phase 2 project above.

- **May 1984 – October 1985** : **Tate & Lyle Engineering (Thailand) Ltd. and Tate & Lyle Far East Ltd.**

Was employed as **Executive Secretary** to two British Resident Managing Directors.

- **April 1983 – April 1984** : **Amarit & Associates Co., Ltd.**

Was employed as **Private Secretary** to the Vice President.

- **January 1983 – March 1983** : **Full-time study at Ramkhamhaeng University**
- **March 1980 – December 1982** : **Tate & Lyle Agribusiness Ltd.**

Was employed as **Typist/Clerk** and **Secretary** respectively.

- **March 1978 – April 1978** : **Hitachi Sales (Thailand) Co., Ltd.**

Was employed as **Temporary Staff/Trainee** during college's summer holidays.

OTHER EXPERIENCE:

- **October 1982 – November 1982**

Was selected by the Royal Thai Government's National Youth Bureau to be one of the total 35 Thai participants in "Ship for South East Asian Youth" Programme (on board m.v. Nippon Maru visiting Malaysia, Singapore, Indonesia, Philippines, Thailand and Japan), and was also appointed as the Thai Contingent's Secretary during that year. The main objective of this annual programme was to promote and strengthen mutual understanding and friendship among the youth of these countries.

TRANSLATION & EDITING WORK:

- Book Translation, namely:- The One Minute Millionaire, The Thinking Machine Vol.2, Ten Thoughts about Time, Awake at Work, The Science of Getting Rich and **Get Anyone to Do Anything** (this book is one of the best-selling books in Thailand and has been reprinted for more than 60 editions).
- Translation and editing of Clinical Research's Patient Information Sheet, Informed Consent Form and Guideline, etc. (Ongoing)
- Back translation of responses to Medical Study's Surveys and Questionnaires, etc. from Thai into English (Ongoing)
- Translation of Training & Human Resources related Surveys and Questionnaires, etc. (Ongoing)
- Translation of Market Research Questionnaires in the fields of consumer products and service industries, etc. (Ongoing)
- Translation of Education related websites, brochures, fact sheets and advertising materials, etc. (Ongoing)
- Translation of Social Service related documents, e.g. certificates (Birth, Death, Marriage, Divorce), Review Board's minutes of meetings, notices regarding adoption, custody, housing, etc. (Ongoing)