



SOPHIA JUSOFF

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QUALIFICATIONS SUMMARY

Seeking to provide the highest standards of English to Malay, Malay to English and Indonesian to English with an unparalleled dedication to customer satisfaction and commitment to meet deadlines on an ongoing basis. Specialize in the area of IT (Hardware/Software) and Life Sciences (Biotechnology, Biopharmaceutical, Virology and Human Medicine) with the healthcare industry. Demonstrated skill set to manage the integrity of the original text within the business community in Marketing and Corporate profiles. Thrive as a freelance translator for translations including abstracts, journals, manuals and scientific findings. Readily adapt to new avenues with a smooth transition in pursuit of new challenges.

Key Competencies:

- Practical experience in diverse high-tech industries including Information Technology
- Successful development of Marketing communication tools, i.e., brochures, catalogues, research documents, training guides, promotional material, MSDS, PowerPoint presentations, instructions for wireless equipment, financial reports, secondary school texts, computer books for publishing company, mobile phone manual, E-learning web-site, television programs, and accurate proofreading.
- Able to provide timely, proficient translations to boost corporate image or accommodate small to medium-sized business and individuals.
- Thrive in project size of 2000-2500 words translated per day.
- Adhere to privacy policies, disclosure, strict confidentiality of patents, etc.

Core Strengths:

- Always project a high level of efficiency as a professional who readily meets client-based requests on demand, regardless of the industry. Average number of Words Translated Per Day: 2000-2500
- Professionally trained and educated in IT: Software, Hardware, and Internet.
- Broad based knowledge in Life Sciences: Immunology, Virology, Biotechnology, Chemistry, Human Anatomical, and Veterinary Medicines.
- Received award for 'Best Employee of the Year' (DHL International) for providing excellence in the writing and development of an English language operations manual applied daily.

SELECTED ACHIEVEMENTS

Scientific / Technical Guides:

- Pharmaceutical SOP (Standard Operating Procedures) and report (6,000 words) - Translation and Proofreading/Editing (Indonesian - English and Malay)
- Pharmaceutical SOP (12,000 words, English to Malay)
- Material Safety Data Sheet (MSDS) - English to Malay
- Clinical protocols (English - Malay);
- Bioniche Project - Involving questionnaires, presentations, patient interviews, research reports on Psychotic disorders (manic depressions, PANSS, AIMS... etc).
- Oxygenator Fibre membrane oxygenator (Translation)
- Pulmonary Insulin Care System (Translation)
- Medical questionnaires
- Translation of laboratory diagnostic tool manual (Cobas c 111 Analyzer) -- 70k
- Complete cycle of medical questionnaire development for clinical trials – Forward translation, Back translation, Harmonizing, Review and Cognitive Debriefing.

Computer Software Projects:

- E-learning Software - Procedures in Pests Elimination (30,000 words)
- E-learning software on TQM - Six Sigma (English - Malay - 53,000 words)
- Yahoo! localization ongoing project - (English-Malay)
- Google localization ongoing project - (English-Malay)
- Microsoft Windows Live ongoing project – (English-Malay)

- Software localisation on (Medical) Clinphone IVR System (15,000 words)
- QA reviewer for the localisation of Microsoft Works 7 software (50,000 words)
- Major airport database - (64,000 words)
- SuccessFactor (Human Resource software) localization (30,000 words)

Relevant Achievements continued ...

Educational Material – Brochures, Textbooks:

- UK Boarding School Brochure (English - Malay - 22000 words)
- Translated 2 Secondary School Science supplementary books (Malay-English)
- Translated, rewritten and rearranged a secondary level Science Assessment Textbook for a local publisher. Published. (Malay>English) - PAN ASIA Publications
- Help translate National Upper Secondary Engineering Technology textbook (Malay-English) present

Telecommunications - Television Broadcasting Industry:

- Mobile phone localisation (Nokia) - symbian series 60, 90 and others (English - Malay - ongoing) (phone commands, etc)
- Mobile Phone manual (English - Malay - 200,000 words (approximate total) (Nokia, Motorola, Panasonic)
- Translated marketing / advertisement materials (English-Malay)

Instruction Manuals for Household Appliances:

- Translated technical/manual guide for microwave ovens (English-Malay)
- On-going translation of technical/manual guide for washing machines (Electrolux)
- Proofread operation/manual guide for sewing machine (English-Malay)
- On-going translation of household appliances for Philips (shaver, toaster, rice cooker, vacuum cleaner, etc)
- Translated manual guide for Canon calculator (English-Malay)

Business Protocol / Documentation:

- Company Code of Conduct (50000 words (total) - English to Malay)
- Business report and PowerPoint presentation (English-Malay, 15,000 words)
- Financial reports (English - Malay)
- Annual company reports; behaviour conduct procedures handbook based on Ethics of work
- Corporate Annual financial reports
- Company Annual Reports (English to Malay); Corporate executive profiles (English - Malay)
- Translation of certificates - birth, death, marriage, divorces. (Malay - English)
- Vehicle agreement - (Indonesian-English - 4000 words)

Finance/ Forex:

- Localised Plus500 Forex website (30k)
- Localised ABSFX Forex Website (28k)
- Localised Zulutrade Forex Website (40k)
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Marketing Documentation:

- Bosch marketing material - (English-Malay - 15000 words)
- **Queen Ethelburga's College** marketing material(30k)
- **Dell IT** Brochures

MAJOR CLIENTS – who received translations: (only selected clients)

Pfizer	LG	Dell	Philips
Agilent	Panasonic	Alcan (Novelis)	Brambles
Tyco	National	Dutch Lady	Texas Instruments
Merck	Electrolux	Dyson	Microsoft
Nokia	Canon	CromaPharma	England Optical
Motorola	DHL International	KalbePharma	Triumph
BenQ	CHIP International	Malaysian Airline System	Proctor & Gamble

Employment: Secured short- and long-term contracts translating for more than 12 years.

Education: Regularly attend seminars and language meetings; Continuous pursuit of Continuing Education in translation, Adv. Diploma in Computer Studies; Certificate of Management, Degree in Computer Science, USQ, Australia.

Equipment: Pentium IV/Windows 2000; Windows XP Pro, Scanner, InkJet Printer, Facsimile.

Cat Tools: SDLX, Trados, DejaVu, Idiom, Catalyst, Across, LocStudio, Helium, etc...