

**Resume of**  
**Sirinuan Pongchanvilai**  
E-mail: [sirinuan@textnova.com](mailto:sirinuan@textnova.com)

**Company Name :** Textnova Studio Company Limited  
**Address:** 522/178 Soi Saphani, Asoke-Dindang Rd.,  
Dindang Bangkok 10400 Thailand  
**Phone:** +66 2641 8852-3  
**Fax.** +66 2641 8853  
**Email address:** [tsn@textnova.com](mailto:tsn@textnova.com)

**Translating skills**

-English-Thai

**Computer Skills:**

- Transit XV
- Trados 6.5, 7.0
- Passolo
- Loc Studio
- Helium
- IIDS

**DTP skills (PC & McIntosch)**

- Adobe Indesign
- Adobe FrameMaker
- Adobe PageMaker
- Adobe Acrobat
- Adobe Illustrator
- Adobe Photoshop
- Quark Xpress
- Freehand

**Others**

- Dreamweaver
- Web Graphics

**WORKING EXPERIENCES**

**June 1998- 2004** Desktop Publishing Specialist,  
Star Translation & Software (Thailand) Co., Ltd.

**1. Head of DTP Department**

**Responsible for layout-making/editing jobs, and also pre-press process**

- BMW Owner's Manual for Series 3, 5, and 7
- BMW Catalogs for Series 5 and 7
- BMW Service Aftersales Magazine
- BMW Training Materials
- Other BMW Documents
- Mercedes-Benz Owner's Manuals for E, SL, and CLK Class
- Ford Ranger Repair Manual

- Mazda Fighter Repair Manual
- Isuzu Training Materials
- APC User Manuals (UPS)
- Bird Mobile User Manual
- Siemens Phone Brochure

## **2. Translation (English-Thai)**

**Responsible for translating and editing works**

- BMW Owner's Manuals
- BMW Automobile Brochures
- BMW Training Materials
- BMW TIS Manual and Interface
- Mercedes-Benz Owner's Manuals
- SAP localization (SAP User Interface, Manuals, Contracts, etc.)
- Microsoft localization
- Microsoft Office XP localization project
- Microsoft Windows XP localization project
- Microsoft Website Graphic localization
- IBM AS/400 localization
- APC User Manual (UPS)
- Bird Mobile User Manual
- Heidelberger Printing Machine (UI)
- Santa Fe Training Materials
- Official Documents

**July 2004 - Present    Textnova Studio Company Limited & Freelancer**

### **DTP**

- Sony Vaio Pocket, Notebook, PC and LCD Brochures(Multilanguages)
- HP Printer Guide Books and Packages (Thai)
- Tyson Foods Inc. (Lao)
- PepsiCo SharePower Regulation (Thai)
- BMW Owner's Manual (Thai)
- LG LCD TV Manual (Thai)
- Sumsung LCD TV Manual (Thai)
- Anglolang Academy Brochure (Thai)
- Monsanto Herbicide Package (Thai)
- Dow SoftCAT Brochure (Thai)
- Sachs Brake Pad
- OSS Booklet and Advertising Brochure (Thai)
- Avon Thailand Brochures (Thai)

### **Translation & Editing**

- Volvo VCADS Pro User Interface
- Volvo Repair Manuals

- **Volvo S80 TV Script**
- **Sachs Brake Pad**
- **Booklet and Advertising Brochure**
- **HP Printer Guide Books and Packages**
- **HP Printers – Helps**
- **Intel PROSet/Wireless Adapter Software Interface – Help**
- **F-Secure Mobile Anti-Virus**
- **F-Secure Online Help**
- **Lacie Harddrive**
- **Nikon Camera Manual**
- **Pantech PG3000 Mobile user’s manual**
- **Nokia Mobile User Interface**
- **Sumsung Mobile - User Interface**
- **Jabra Bluetooth**
- **LG LCD TV Manual (Thai)**
- **Sumsung LCD TV Manual (Thai)**
- **Moulinex User's Manual**
- **MISUMI – Standard Components for Press Dies Catalog**
- **Department of Industrial Works, Thailand, Website Translation**
- **PepsiCo SharePower Regulation**
- **Celestica Stock Option documents**
- **AIG Code of Conduct**
- **Tenneco Training Material**
- **GE – Hiring Course**
- **GE – Presentation Training Course**
- **Anglolang Academy Brochure (Thai)**
- **Avon Thailand Brochures (Cosmetics)**
- **Monsanto Herbicide Package (Thai)**
- **Examining B-Cell Therapy, Mirror Study: Recruitment Materials, Doctor Materials, Staff Materials (Translation/Backtranslation)**
- **MediDerm® Laser Brochure**
- **Sartorius Scale Configuration Video Script**
- **General Agreements and Official Documents (English - Thai and Thai - English)**

**Specifications:**

- **Automotive**
- **IT & Telecommunication**
- **Software & Hardware**
- **Engineering**
- **Technical Manuals**
- **Business**
- **Marketing**
- **Finance**
- **Law**
- **Human Resources**
- **Logistics**

# **Resume of Ratchanee Pengkaew**

E-mail: [ratchanee@textnova.com](mailto:ratchanee@textnova.com), [rpengkaew@yahoo.com](mailto:rpengkaew@yahoo.com)

## **Educational Backgrounds:**

- 2000- 2002** Master of Arts in Translation (English-Thai), Humanities Faculty,  
Ramkhamhaeng University, Thailand
- 1988-1991** Bachelor of Arts in English and a minor in Spanish, Humanities  
Faculty, Srinakharinwirot University, Prasarnmitr Campus
- 1982-1988** Secondary level, Sathree Watrakung School

## **Computer Skills:**

Transit  
Trados  
Adobe FrameMaker  
Adobe PageMaker  
Adobe Acrobat  
Adobe Illustrator  
Adobe Photoshop  
Helium  
Quark Xpress  
InDesign  
Macromedia Dreamweaver  
MS Office (Word, PowerPoint, Visio)

## **Examples of Translation & Editing Project:**

Moulinex User's Manual  
LG LCD TV Manual  
Nokia Mobile UI & Manua  
Sumsung LCD TV Manual  
SAP User Interface, Manuals, Contracts, etc.  
Volvo VCADS Pro User Interface  
F-Secure Anti-Virus Online Help, Quick Guide  
Department of Industrial Works, Thailand, Website Translation  
Intel PROSet/Wireless Adapter Software Interface & Help  
MISUMI – Standard Components for Press Dies Catalog  
Microsoft Office XP localization project  
Microsoft Windows XP localization project  
IBM AS/400 localization project  
BMW TIS Manual and Interface  
BMW Owner's Manual for Series 3, 5, and 7  
BMW Training Materials  
Mercedes-Benz Owner's Manuals for E, SL, and CLK Class  
English Translator/Interpreter for Swedish Television  
Translator for Major Publishing Houses in Thailand  
Global Santafe Video Training Scripts, Testing Guides, Contracts, etc.  
Foreign News Program – United Broadcasting Corporation (Thailand)

Video & Movie Scripts, Press Releases, Advertising Brochures for Small and Large Companies

**DTP Projects:**

Sony Vaio Pocket, Notebook, PC and LCD Brochures  
LG LCD TV Manual  
Sumsung LCD TV Manual  
Anglolang Academy Brochure  
Monsanto Herbicide Package  
GE – Hiring Course  
GE – Presentation Training Course

**Specifications:**

Business  
Marketing  
Law  
Finance  
HR  
Logistics  
Automotive  
Software  
Hotel Management  
IT  
Technical Manuals  
Engineering

**Resume of**  
**Supot Manusweeraporn**  
E-mail: supot@textnova.com

Nationality: Thai

**Educational Backgrounds:**

**1986-1990** B.A., Visual Communication Design Division, Faculty of Decorative Arts, Silpakorn University, Bangkok, Thailand

**Computer Skills:** Transit 2.6, 2.7, 3.0, Satellite PE, XV  
Trados 6.5  
Helium 2.0  
LocStudio 4.51  
Adobe Acrobat  
Adobe Illustrator 10.0  
Adobe Photoshop 7.0  
MS Office (Word, Excel, PowerPoint, Outlook, FrontPage)  
Macromedia Dreamweaver MX

**Translation Experiences:**

**2005-Present** **Textnova Studio Company Limited**  
**Translator & Editor**

**Translation Projects:**

- Volvo VCADS Pro User Interface
- Volvo Repair Manuals
- Volvo S80 TV Script
- Sachs Brake Pad
- Booklet and Advertising Brochure
- HP Printer Guide Books and Packages
- HP Printers – Helps
- Intel PROSet/Wireless Adapter Software Interface – Help
- F-Secure Mobile Anti-Virus
- F-Secure Online Help
- Lacie Harddrive
- Nikon Camera Manual
- Pantech PG3000 Mobile user's manual
- Nokia Mobile User Interface
- Sumsung Mobile - User Interface
- Jabra Bluetooth
- LG LCD TV Manual (Thai)
- Sumsung LCD TV Manual (Thai)
- Moulinex User's Manual
- MISUMI – Standard Components for Press Dies Catalog

- Department of Industrial Works, Thailand,
- Website Translation
- PepsiCo SharePower Regulation
- Celestica Stock Option documents
- AIG Code of Conduct
- Tenneco Training Material
- GE – Hiring Course
- GE – Presentation Training Course
- Anglolang Academy Brochure (Thai)
- Avon Thailand Brochures (Cosmetics)
- Monsanto Herbicide Package (Thai)
- Examining B-Cell Therapy, Mirror Study:  
Recruitment Materials, Doctor Materials, Staff Materials  
(Translation / Backtranslation)
- MediDerm® Laser Brochure
- Sartorius Scale Configuration Video Script
- General Agreements and Official Documents  
(English - Thai)

**2003-2005**

**Translator & Editor (Freelancer)**

Translation Projects: Intel PROSet/Wireless Adapter Software Interface & Help  
 MISUMI - Standard Components for Press Dies Catalog  
 Pantech PG3000 Mobile user's manual  
 Nokia Mobile User Interface  
 LG LCD TV Manual  
 SAMSUNG LCD TV manual  
 HP Color LaserJet Instruction  
 Sartorius Scale Configuration Video Script  
 Moulinex User's Manual  
 PepsiCo SharePower Regulation  
 GE e-Learning  
 Birkenhead Point Printing Documents  
 Monsanto Herbicide Package

**1996–2003**

**Translator & Editor,  
 Star Translation & Software (Thailand) Co., Ltd.**

**Job Responsibilities:**

**- Project Manager**

Projects: Microsoft Office XP (UI & UA) Localization Project  
 Microsoft Windows XP (UI & UA) Localization Project  
 IBM AS/400 Localization Project

**- Translation Editor**

Responsible for editing jobs

Projects: MS Office XP Setup Module User Interface  
BMW TIS Manual and Interface  
BMW Owner's Manual for Series 3, 5, and 7  
BMW E65/E66 Brochures  
BMW Service Aftersales Magazine  
BMW Training Materials  
Mercedes-Benz Owner's Manuals for E, SL, and CLK Class

**- Translator**

Responsible for translating/editing jobs for automobile projects:

BMW TIS Manual & Interface  
BMW Training materials  
Mercedes-Benz Owner's Manuals for E, SL, and CLK Class  
Isuzu Training materials  
Peugeot Technical Instruction

**- Trainer**

Responsible for introducing "How to work with Transit" to all translators

**Specifications:**

- Automotive
- IT & Telecommunication
- Software & Hardware
- Engineering
- Technical Manuals
- Business
- Marketing
- Finance
- Law
- Human Resources
- Logistics