

Nadia Emeliyanova

English < > Malay < > Russian

High Quality Translation / Proofreading Services at Affordable Price

Full time Freelance Translator with 10 years of Experience in the field



Personal Profile:

- ✧ **Date of birth:** July 12, 1983
- ✧ **Location:** Malaysia (GMT+8)
- ✧ **Gender:** Female



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+60 5 6217 686 (home)



nadia28888



nadia.emeliyanova@gmail.com



<http://www.translatorscafe.com/cafe/member253425.htm>



<https://my.linkedin.com/in/nadezda-emeliyanova-122bb910a>



<http://www.proz.com/translator/2042315>

Working Objectives:

To provide high quality translation/proofreading services at affordable price and in a timely manner.
Customer satisfaction guaranteed.

Services Offered:

- ✧ Translation (T)
- ✧ Proofreading (P)
- ✧ Editing (E)
- ✧ Revision (R)
- ✧ LQA/QA
- ✧ Machine Translation Post-Editing (MTPE)
- ✧ Project Management (PM)
- ✧ Vendor Management (VM)

Languages:

- ❖ English (fluent)
- ❖ Malay (near native)
- ❖ Russian (native)

Language Pairs:

- ✧ English-Malay
- ✧ Malay-English
- ✧ English-Russian
- ✧ Russian-English
- ✧ Malay-Russian
- ✧ Russian-Malay

Daily Output: Translation **2000-3000** words/day & Proofreading up to **5000** words/day

Typing Speed: up to 100 words/minute

Working Hours: **9:00 am – 11:00 pm**, Monday-Saturday, Sunday - Off

Rates: Negotiable

Fields:

- ✧ Law & Legal (Contracts, Certificates, Memorandums, Statements, Patents, Trademarks, Copyright, Diplomas, Licenses, CVs, etc.)
- ✧ Business & Commerce (News, Articles, etc.)
- ✧ Human Resources
- ✧ Internet & E-Commerce
- ✧ Sales & Marketing, Market Research
- ✧ Retail
- ✧ Cosmetics & Beauty (Product Descriptions, Labels, etc.)
- ✧ Hotels & Hospitality
- ✧ Travel & Tourism
- ✧ General (Greetings, Letters, Conversational, Correspondence, etc.)
- ✧ Website contents
- ✧ MSDS/SDS
- ✧ IT (Information Technology/Software)
- ✧ Computers (General & Software)
- ✧ Insurance
- ✧ Surveying
- ✧ Transport/ Transportation/ Shipping
- ✧ Construction/ Civil Engineering
- ✧ Government/Politics
- ✧ General/ Conversation/ Greetings/ Letters/ Correspondence
- ✧ Management
- ✧ Manufacturing
- ✧ Economics
- ✧ Education/ Pedagogy
- ✧ etc.

Personal Qualities:

- ✧ I have proven translation skills with very good attention to details, able to meet the deadlines.
- ✧ I am very flexible and adaptive, able to work under pressure and in the fast pace environment, fast learner.
- ✧ Possessing excellent professional communication and negotiation skills verbally and in the written form, good in problem solving and customer service.
- ✧ Strong in multi-tasking and excellent time management.
- ✧ Fast in response over skype & emails, extensive experience in MS Word, Excel, Outlook as well as Google sheets.
- ✧ Very good Internet research skills and very resourceful.
- ✧ I am a fast learner of new skills and very responsible to any tasks I do, paying great attention to given instructions.
- ✧ Able to “see things through” and have very good analytical and strategy planning abilities.

Education:

- ✧ 2001-2006, (B.A.) in Linguistics, Interpretation & Translation, Vladivostok State University of Economics & Service, Russian Federation.
- ✧ 2006, (Certificate) English Language Course, GORO Language School, Singapore.
- ✧ 2006-present, living in Malaysia, knowledge of Malay language in a native level (fluent).
- ✧ 2015, (Certificate) Website Localization, Udemy - Online Courses.

Working Experience:

- ✧ Currently working as a full time freelance translator for Global Clients
- ✧ 2015-2016, experienced working as Vendor Manager in AsiaLocalize Ltd. (Malaysia)
- ✧ 2013-2014, experienced working as an Admin (Clerk) in Central Melamine-ware (Malaysia)
- ✧ 2012-2013, experienced working as an Assistant Manager in Angsoka Hotel (Malaysia)
- ✧ 2014-till now, experienced in Direct Sales (Beauty & Health Line)

- ✧ 2006-2014, experienced working as part time freelance translator for global agencies and direct clients.

Software:

- ✧ Microsoft Office 2016 (Word, Excel, Outlook, PowerPoint, Publisher, etc.)
- ✧ Open Office, WPS writer
- ✧ Adobe Acrobat, Wondershare, PDFelement
- ✧ IrfanView
- ✧ CatsCradle
- ✧ Translation Office 3000
- ✧ AbleWord, FreeOCR, ABBYY FineReader 12, Free OCR to Word

Hardware:

- ✧ Laptop 8 GB RAM
- ✧ Printer + Scanner + Photostat Canon (3 in 1)
- ✧ Internet (Streamyx)

Operating System: Windows 10


CAT Tools:

- ✧ **SDL Trados Studio 2015**
- ✧ SDLX
- ✧ SDL Passolo
- ✧ Fluency Now
- ✧ Translation Workspace (TWS), XLIFF Editor, Linguistic Toolbox (LTB)
- ✧ also willing to learn new tools upon client's request

Payment Methods:

- ✧ **Bank Transfer** (Public Bank, RHB Bank)
- ✧ **Skrill** (Moneybookers)
- ✧ **PayPal**
- ✧ MoneyGram
- ✧ Western Union

My Testimonials:

Posted: Wednesday, August 10, 2016 10:50 AM Post #329541	
+0 -0	
AsiaLocalize Ltd.  New User Mother tongue: Malay Posts: 2 Joined: Sunday, November 15, 2015 Location: Malaysia (public, feedback enabled)	Nadia Emeliyanova <div style="border: 1px solid #ccc; padding: 5px;"> <div style="display: flex; align-items: center;"> <div style="width: 20px; height: 20px; background-color: #28a745; margin-right: 10px;"></div> <div> Feedback Type: Positive Feedback on this service provider: <ul style="list-style-type: none"> • The service provider met the deadline. • The service provider made excellent work. • The service provider showed expertise and professionalism. • The service provider showed high responsiveness. </div> </div> <p>Nadia is very dedicated Vendor Manager and detailed oriented. When you assign any task to Nadia, she works hard to meet the needed requirements and deliver within the deadline.</p> <p>Feedback on other outsourcers and service providers by AsiaLocalize Ltd..</p> <p>[Edited by AsiaLocalize Ltd. on Wednesday, August 10, 2016 10:51 AM]</p> </div>

Others' feedback about this service provider

Date	From	Feedback
01:24	✓ 👤 dr_aisyah Relationship: colleague	Willing to work with again: Yes Comment: Nadia is really professional and it was a delight working with her.
14 Sep	✓ 👤 Haiyan Schoepke Relationship: outsourcer	Willing to work with again: Yes
14 Sep	✓ 👤 Yoshiyuki Yamamoto Relationship: outsourcer	Willing to work with again: Yes
14 Sep	✓ 👤 Mika Tanegashima Relationship: outsourcer	Willing to work with again: Yes Comment: Nadia is a great communicator and the most responsive, helpful and pleasant person to work with. She has great attention to details and accuracy and is truly always committed to high quality work. I would happily recommend her to anyone.
14 Sep (Originally entered 8 Sep)	✓ 👤 Noor Azlan Ahmad Relationship: outsourcer	Willing to work with again: Yes Comment: Nadezda, or always known as Nadia is very direct and very supportive and experienced person. Well structured and very responsive.
7 Sep	✓ 👤 Turdimurot Rakhmonov Relationship: outsourcer	Willing to work with again: Yes Comment: Nadejda is very friendly, nice person to work with! I highly recommend her.
17 Aug (Originally entered 10 Aug)	✓ 👤 AsiaLocalize Ltd. BB: AsiaLocalize 👤 Avg. LWA: 4.4 (10 entries) Relationship: colleague	Willing to work with again: Yes Comment: Nadezda is a committed and professional person who is always keen on the business and handles her tasks in the best possible manner.
7 Feb	linguaguru BB: Lingua Guru / LinguaGuru 👤 Avg. LWA: 4.8 (5 entries) Relationship: outsourcer	Willing to work with again: Yes

7 Feb	linguaguru BB: Lingua Guru / LinguaGuru ? Avg. LWA: 4.8 (5 entries) Relationship: outsourcer	Willing to work with again: Yes
15 Oct 2015	✓ TheLocMasters BB: TheLocMasters ? Avg. LWA: 4.9 (96 entries) Relationship: outsourcer	Willing to work with again: Yes Comment: Excellent linguist to work with! Quality work on time is guaranteed! Highly recommended!
6 Jul 2015	Ten Translation BB: Ten Translation / Samuel Devasahayam ? Avg. LWA: 3.8 (40 entries) Relationship: outsourcer	Willing to work with again: Yes Comment: very reliable and prompt deliveries! Work with her again!
4 Jun 2015	Servet Ozkara, DORCE Construction Malaysia Sdn Bhd Relationship: outsourcer ? Help identify	Willing to work with again: Yes Comment: I can say about Nadezda; She is a very professional interpreter and good friend,,,
27 May 2015	Aleksandr Nagrebetskiy, WOLFPAC TECHNOLOGIES SDN Relationship: outsourcer ? Help identify	Willing to work with again: Yes
5 May 2015	Ceyhun Kan, DORCE Construction Malaysia Sdn Bhd Relationship: outsourcer ? Help identify	Willing to work with again: Yes
29 Apr 2015	✓ Mohd Hamzah Relationship: outsourcer	Willing to work with again: Yes