



Name : Aireen Zainal Abidin
Address : No. 8 Pomeroy Park, Rathangan
Co Kildare, Ireland
Telephone : +353 87 6326189
E-mail : aireen_zainal@yahoo.ie
Profession : Experienced English-Malay
Translator/Reviewer/Proof-reader/Language lead from
May 2010-current

QUALIFICATIONS

- 2013** Certificate of Translation with Translation & Book Institute, Malaysia (TBM)
- 2000-2002** The Association of Chartered Certified Accountants
- 1998-1999** Professional Diploma in Accountancy and Business Studies, Dublin Business School
- 1996-1998** National Certificate in Accountancy and Business Studies, Dublin Business School

WORKING EXPERIENCE

- Oct 2017 – Current
(Part-time)

Welocalize Ltd. (Language Lead for WhatsApp)

- Maintaining language quality across Malay translators.
- Carry out device testing for the clients' application and create bug report for any issues. Then see that issues are being rectified.
- Run quality checks on translated documents.
- Respond to DQF outcome on JIRA, making sure we achieve high pass rate in a consistent manner.
- Manage pool of translators and liaise with clients on their requirement.
- Communicate issues arising between translators and clients and determine corrective actions.
- Check that UI words are used in a correct manner.
- Interview potential employee for Malay customer service role.
- Working on content rewrite project with client on their legacy documents, updating source where required.
- Translate documents on various platforms using Memsources, FastEdits and FastTranslate software.
- Give training to Malay linguists on a step-by-step method to quality work.

- June 2018 – Current (Freelance)

Translations.com (Language Lead for Micron Technology Ltd.)

- Run daily Quality Manager checks on jobs completed by translators on Project Director software.
- Proof DTP document on PDF and give approval for printing.
- Provide translations when required especially for rush job.
- Liaise with proof-reader any quality issues and determine corrective action.
- Ensure notes left on source are properly explained and understood by translators/client.
- Run research on content of source document to help with understanding of document.
- Ensure consistent use of clients Translation Memory.

- August 2013 – Current (Freelance)

Webdunia (Team Leader for an on-going Microsoft project)

- Complete daily translations on a daily deadline.
- Run linguistic testing requested by Microsoft.
- Respond to LQA by providing justification on translation style.
- Manage workloads and delegate work accordingly ensuring everyone gets the same opportunity to grow in the team.
- Liaise with clients' reviewer and take any comments on board to maintain consistency.
- Proof-read translation work to ensure quality outcome.

- August 2014 – Current (Freelance)

Coral Knowledge Services Ltd. (Translator/Reviewer)

- Provide translation services for various clients (Tiny Bop, Huawei, Sony, Tik Tok, Castlight Health etc.)
- Provide review/proof-reading service on completed translations.
- Help client secure high-profile business by contributing ideas and efforts on test document.
- Ensure quality is always maintained even on different source genre.
- Provide support on jobs that needs to be done on clients customised software.

- Feb 2015 – Current (Freelance)

ALM Translations (Translator/Voice-over for SPEAK-UP project)

- Provide transcription service then translate them into English to be sent to third party to help resolve issues between employee and employers MS-EN.
- Translate response from third party EN-MS and record audio to be sent back to sender.

- Ensure guidelines for maximising the understanding of source are adhered to.

• Oct 2005 – Mar 2011

Intel Ireland plc (Commodities Budget & Planning Analyst)

- Analyze monthly results, providing variance analysis and identifying opportunities to close gap between factory to Best-In-Class.
- Presenting monthly results and quarterly forecast to Operational Managers, making sure all variances are understood.
- ROI Analysis - complete financial analyses, which influence operational decision-making and result in cash savings.
- Act as Process Sort Cost Lead, which involves liaising with VF Sort Cost Representative to produce monthly management pack and communicate to Sort Managers. Ensure numbers submitted across VF reflects the correct assumption behind it.
- Finance Training Team member - organise Chalk Talks for Ireland Finance team.
- Drive LEAN activities within own department – to eliminate NVA Activities and ensure efficiency within the team.

OTHER EXPERIENCED LINGUISTIC FIELDS

Marketing – Amazon, Tiny Bop, Huawei

Clinical trial – Ministry of Health Malaysia

Tourism – Intrepid Travels

Sports – Manchester City, Castlight Health

I.T SKILLS

- Working experienced in **Memsources, Trados and Studios**
- Working experienced in **Adobe**
- Working experienced in **Microsoft Office Pro**
- Working experienced in **SAP**

LANGUAGE SKILLS

- English – fluent in writing, speaking and reading
- Malay – fluent in writing, speaking and reading

ACHIEVEMENTS

- Successfully driving quality improvement for Malay language. This was proven by the high pass results on the recent DFQ.
- Appointed as a Team Leader within 6 months of joining Microsoft project team.
- Recognition award for driving LEAN activity in the department resulting in Systems and Process improvement, elimination of non-value added activities and improvements in process time.

SERVICES AND RATES

Services	Rates
Translation	USD \$0.05 – 0.08 per source word USD \$40 - \$60 per hour
Editing/Proof-reading/Quality checks	USD \$0.03 – 0.05 per source word USD \$25 - \$40 per hour
Subtitling	USD \$5 per minute video
Transcription	USD \$200 for 60 minutes audio

REFERENCE

Reference available upon request.