





NORHIDAYAH AZIZAN

LINGUIST | ENGLISH - MALAY | CLIENT MANAGEMENT

CONTACT

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EDUCATION

BACHELOR OF SCIENCE
BSc Hons of Microbiology
UKM
2004 - 2008

EXPERTISE

- Project Management
- Team Leadership
- Translation (English - Malay)
- Post-editing
- Scheduling and Deliveries
- Google One Solutions
- Contract Negotiation
- TMX Glossaries

PROFESSIONAL PROFILE

From my humble roots as a subtitle translator, I've blossomed into a dynamic force in the language industry, mastering the art of project and client management. Recognizing the value of time, I approach my work with unwavering passion and dedication.

EXPERIENCE

SENIOR EDITOR & LOCALIZATION EXPERT

Vavtes Studio (founder) / Rawang (Remote) / Dec 2014 - Present

Drive company success through strategic staff management, meticulous planning, and continuous evaluation of unit activities to achieve objectives.

- Provided translation and quality control (QC) for English to Malay translation, leading to a higher level of accuracy and customer satisfaction. **Current projects:** *Flex X Cop (Disney Translation)*, *To Kill a Tiger (Netflix QC)*, *Guardians Of The Glades Season 1 (Discovery QC)*, *I Am Celine Dion (Amazon QC)*
- Develop and maintain a comprehensive house-style handbook tailored to meet clients' specific needs, ensuring its effective implementation through continuous evaluation, feedback, and appraisal processes.
- **Project achievements:** Successfully expanded client base and cooperating with premier post production providers and independent studios from 2015 onwards.

ASSISTANT SUBTITLE EDITOR

SDI Media Group / Damansara (in-house) / 2013 - 2014

Providing linguistic and time management skills with a tight turnaround time (daily) and subtitle editing.

- Well-versed in GTS software to perform duties assigned by the project coordinator.
- Originate, simulate, spot and transcript for drama, documentaries or movies.
- Work closely with senior editors and freelancers for assignments and delivery schedule.
- Assist in the ad-hoc translation and edition of metadata and/or marketing materials that relate to Malay language according to request.
- **Project achievements:** Self-language empowerment, crucial time management skills and precise deliveries.

TECHNICAL SKILLS

Microsoft Office Suite

Google One Solutions

Subtitling/Script Formatting

Search Engine Optimization

Transcribe

Translation

CAT Tools

PERSONAL SKILLS

- Adaptability
- Motivation
- Organizational
- Creativity
- Productive

LANGUAGES

English

Malay

INTERESTS

- Digital Nomad
- AI Learning
- Reading
- Arts & Entertainment
- Traveling

EXPERIENCE continued

SCIENCE EDITOR

Pearson-Longman Malaysia / Bangsar South / 2011 - 2013

As a Science editor, my background in science had help tremendously in my task.

- Responsible in editing, proofreading and copywriting manuscripts.
- Checking form proof before submitting to the printing department.
- Well-versed in current Malaysian Integrated Science Curricular (KSSR, KBSM, STPM, Pra-U).
- Ensure and commit to censorship guidelines.
- Working side by side with graphic designers, DTP artists, typesetters and authors.
- **Project achievements:** All publication/titles assigned able to print and distributed according to master schedule without fail.

LECTURER

KIST College / Bachok / 2008 - 2011

Teaching Microbiology related subjects under Department of Environmental Health and SHE.

- Assisted in the development of learning materials, preparing schemes of work and maintaining records to monitor student progress, achievement and attendance.
- Contributed to the development, planning and implementation of a high-quality curriculum.
- Participated in the development, administration and marking of exams and other assessments.
- Provide pastoral care and support to students.
- **Project achievements:** Able to maintain less than 10% fail records as per benchmark required.

AWARDS & ACHIEVEMENTS

AFFILIATE MEMBER

American Society of Civil Engineers
2013

REFERENCES

Zulika Othman

Project Coordinator
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Masrohaina Kamal

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