

## Curriculum Vitae

**Name:** Mr. Souksamay SAISOUPHANH  
**Date of birth:** 13 July 1978  
**Address:** Samamxay village, Pakse district, Champaskac, province, Laos ;  
**Contact :** Mobile: +856-20 22409660, E-mail: saisouphan@yahoo.com;  
saisouphan@gmail.com  
**Instant Messenger :** yahoo Messenger ID: saisouphan and Skype ID: saisouphan

### Educational background:

BA in International Relations (majoring in International Economics), from the Institute for International Relations (IIR), Hanoi - Vietnam  
BA in English from Lao - American college, Vientiane, Laos  
Certificate of IELTS, and certificates of Vietnamese

#### ❖ Language skills:

- Mother tongue: Lao, Hmong
- Foreign languages: English, Vietnamese,

#### ❖ IT skills:

- **All office applications:** MS Word, Excel, Power Point, Access, Publisher, MS Project, Photoshop...
- **CAT Tools:** Trados studio, SDLX, MemoQ, Idiom World server Workbench, OmegaT, Memsource, Locstools, Transtool, Wordbee, Leach, LEAF

### Specialized fields:

- General/greetings/ letters/certificates, licensees ...
- Advertising, business/marketing, banking and finance,
- Law (general, contracts, taxation, customs), patents, copyrights, trademarks....
- Education/pedagogy, training manuals, ethnic and cultural studies,
- Health care, medical (general), insurance
- Governments/politics, International affairs, Journalism
- Tourism and travel, internet, websites

### Services and Rates:

- Translation, proofreading/Editing, Interpretation of the following language pairs:  
**English >< Lao, English >< Hmong, English >< Vietnamese, and English >< Khmer**
- Rates vary on project basis and negotiable.

**Payment modes:** Paypal, Payoneer, ACH transfer, Moneygram, Western Union, Wire Transfer

### Work experience as freelance translator

⇒ I worked as a part time freelance translator since 2002 to 2008 and have been working as a full time freelance translator from 2008 till now.

- Provide language services (translation, proofreading/editing, transcription, voice over, etc.) on freelance basis for over **400 translation agencies** around the world. A full list of client names can be provided upon request.
- Very familiar with US systems, most of clients are based in USA.
- Provide interpretation and translation services to various clients within Lao PDR: International Organizations /NGOs such as IFAD, UNDP, UNIDO, UNICEF, JICA, World Bank, UNCDF, World Vision Laos, and so on; and several private companies such as: NamTheun 2 hydropower Co.,Ltd, ANZ Vientiane Commercial bank, etc...

⇒ **Sample of some big projects done:**

- Translation of **Google projects** of various products for more than 6 years of more than 1.5 million words; **(ongoing)**
- Translation of Oppo Mobile phone (UI, software, manuals, marketing, policies, others) for more than 5 years of more than 600,000 words; **(ongoing)**
- Translation of Huawei Mobile phone (UI, software, manuals, marketing, policies, others) for more than 5 years of more than 600,000 words; **(ongoing)**
- Translation of Sumsung Mobile phone (UI, software, manuals, marketing, policies, others) for more than 5 years of more than 300,000 words;
- Translation of Microsoft various products for more than 5 years of more than 800,000 words;
- Translation of Nokia Mobile phone (UI, software, manuals, marketing, policies, others) of more than 300,000 words;
- Translation in healthcare and insurance fields of more than 700,000 words;
- Translation of medical and clinical studies/trials; drug studies, and so on of more than 500,000 words;
- Translation of safety data sheets, chemicals, environmental health and safety data of more than 500,000 words; **(ongoing)**
- Translation of user manuals and handbooks for electrical appliances, TVs, cars, trucks of more than 100,000 words;
- Translation of bibles and religious documents of more than 200,000 words (ongoing);
- Translation in legal field (court cases, court judgments, contracts, patents, laws, regulations, etc.) of more than 200,000 words;
- Translation in education field (Procedural Safeguards, ESL assessments, curriculums, programs, etc.) of more than 300,000 words;
- Translation of sports (sports data, profiles of teams, players, and so on) of more than 300,000 words;

**For more information, Please see my profile at  
<http://www.proz.com/profile/751513>**

**Work experience as a full time in-house translator/Interpreter:**

⇒ **January 2007 - April 2008: Programme Translator/Interpreter with Rural Livelihoods Improvement Programme (RLIP); funded by IFAD, WFP and UNDFPA in Attapeu Province, Lao PDR,**

**Main task:**

- Interpretation from English to Lao and vice versa for the programme and government staff in the meetings, workshops, trainings and field visits
- Translation of official and programme documents from English to Lao and vice versa
- Other admin supports as required by the programme management

⇒ **October 2004 - December 2006:** Project Translator/Interpreter with *Sekong Ethnic People's Development project (SEPDev)*, funded by UNDP, NORAD and WFP, in Sekong Province, Lao PDR,

**Main task:**

- Translation of official and project documents from English to Lao and vice versa, esp. in the fields of Public Administration Reform and Community Development
- Interpretation from English to Lao and vice versa in the meetings, workshops, trainings and field visits of UNDP, Project and Government staff.
- UNDP/Project correspondence to the Government and vice versa

⇒ **From Nov 2002 - October 2004:** Translator/interpreter with *Sepon Gold-Copper project, Vilabouly district, Savanakheth province; Lao PDR. Lanxang Mineral Ltd, a member of Oxiana Group;*

**Main task:**

- Help with the daily communication (mainly interpretation) between expatriate supervisors and local operators in the processing department at the plant site
- Translation of all kinds of documents, especially policies, plans, manuals, safety procedures and so on...

**References:**

Available upon request.

**For more information, Please see my profile at**  
**<http://www.proz.com/profile/751513>**