

CURRICULUM VITAE

PATCHAREE GRAHAM (née Suwannavasit), Mrs.



PERSONAL DATA:

Age – Born in 1962
Nationality – Thai/British
Languages – Thai & English (speak, read and write fluently)
Skills – Touch typing (Thai & English at 60+ wpm), translating, editing & proofreading in both Thai and English

EQUIPMENT AVAILABLE:

1 PC and 1 Laptop (with unlimited Broadband Internet connection)
(Software installed: Microsoft Windows 10, McAfee Antivirus, Internet Explorer/Google Chrome/Microsoft Edge, Microsoft Office 2007/ 2010, Wordfast Pro, Adobe Photoshop, Adobe Acrobat Reader, WinZip, ThaiSoftware Dictionary, Royal Thai Institute Dictionary, WordWeb, etc.)
1 HP Laserjet 3330 All-in-One (Laser Printer/Scanner/Fax/Copier)
1 HP PSC 2355 All-in-One Inkjet Colour Printer

ADDRESS/CONTACT DETAILS:

8 Deardon Way, Shinfield,
Reading, Berkshire, RG2 9HE, England, UK
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patchareegraham@hotmail.com

Website: <http://patchareegraham.co.uk>

(Note: For international dialing, please omit number 0 after 44 and for domestic dialing, please omit 44)

QUALIFICATIONS:

- 1999 – Master of Social Science Degree (MSc) in Training and Human Resource Management from University of Leicester, UK
- 1988 – Diploma of Computer Studies in:- Introduction to Computer, English & Thai Word Processing, Lotus 1-2-3 and Dbase III Plus from Siam Computer Technology School
- 1983 – Bachelor Degree (BBA) in Business Administration (Service Industries), majoring in Hotel from Ramkhamhaeng University, Thailand
- 1980 – Diploma of Higher Commercial Education from Kitti Commercial College, Thailand
- 1979 – G.C.E. 'O' Level from British Council in:- Principles of Accounts, English Language and Siamese (i.e. translation from Thai into English and vice versa)
NB: this is an optional qualification, in addition to compulsory secondary education in Thailand.

CREDENTIALS:

- Please click on this link: <http://www.patchareegraham.co.uk/references.php> to view a reference letter from my ex-employer and testimonials from some of my clients.
- Please visit this link: <http://www.proz.com/wva/13648> to view positive feedback from various clients on www.proz.com website.

WORK EXPERIENCE:

- **August 2000 – Present** : **Professional Freelance Translator / Editor / Proofreader** (Full-time)

Providing freelance translation, editing, proofreading, coding and post-DTP checking services in English and Thai languages. Areas of expertise include Business, Finance, Marketing/PR, IT/Telecoms, Press Release/ Media, Advertising (e.g. Copy adaptation), Survey/Questionnaire (e.g. Market research, Clinical trial), Social Science/Psychology, Service Industries (e.g. Tourism, Hotel, Airline), Manufacturing Industries, Education, Training & HRM (e.g. Anti-corruption e-learning course, Code of Conduct), Official Document (e.g. Marriage Certificate, School Transcript), Book (Fiction/Non-Fiction), etc. I am a member of the ProZ.com Certified PRO Network on www.proz.com, the most popular translation workplace portal. Please also visit my website at: <http://patchareegraham.co.uk> to view more details about my book translation and translation sample, etc.

- **January 2012 – December 2013** : **Jacobs UK Ltd. – Reading / Freelance Translator** (Part-time for both jobs)

Worked part-time as **Project Finance Controller** in the Sustainable Solutions Business Unit of a multinational company, whilst spending the remaining time providing freelance translation, editing & proofreading services.

- **March 2007 – December 2011** : **Jacobs UK Ltd. – Reading** (Full-time) / **Freelance Translator** (Part-time)

Worked full-time as **Assistant Professional & Project Finance Controller** in the Sustainable Solutions Business Unit of a multinational company, whilst continuing to provide freelance translation, editing & proofreading services on a part-time basis.

- **August 2000 – February 2007** : **Freelance Translator / Editor / Proofreader** (Full-time, whilst in Thailand, New Zealand & UK)

Providing freelance translation, editing & proofreading services in English and Thai languages.

- **January 1998 – July 2000** : **International School of the Regents, Thailand**

Was employed as **PR/Admissions Officer, Secretary to the Head of Secondary School and Academic Secretary/Student Counsellor** respectively. Besides general administrative duties, my responsibilities also involved substantially translation and interpretation from English into Thai and vice versa in order to facilitate communications among students, parents and teachers. In addition, I was appointed as Thai translator of the school's official publications, e.g. circular letters, newsletters, etc. in Academic Years 1998 & 1999.

- **July 1992 – December 1997** : **Career Break / Part-time Translator / English Language Tutor / Master's Student** (whilst in Thailand, Singapore and Malaysia)

Took a career break to bring up daughter, whilst working part-time as **Translator** and **English Language Tutor** at "Narong's Office". During this period, I also updated my computer skills in Microsoft Office, Word Perfect, etc. and embarked on a distance learning Master Degree's course in Training and Human Resource Management.

- **August 1990 – July 1992** : **Nobel's Explosives Co., Ltd. (ICI) Thailand Branch**

Was employed as **Administration Co-ordinator** and **Business/Administration Manager** respectively on a construction project of Nakorn Sawan Propellants Plant (Phase 2) for the Royal Thai Ministry of Defence. As my employer was a British contractor run by expatriate management team and its client was the Royal Thai Government under the control of a Committee comprising high-ranking Thai military officers, a major part of my job subsequently required a high level of official translation in the form of correspondence, minutes of meeting, etc. I also acted as a consecutive interpreter in the formal meeting held monthly between British CEO's team and Thai MoD's Committee throughout the whole project.

WORK EXPERIENCE (continued):

- **May 1989 – July 1990** : **Booker Tate Engineering (England)**
(formerly Tate & Lyle Engineering)

Was employed as *Administration Officer* in the Procurement/Shipping and Project Services Department in Bromley-based Head Office, in the UK.

- **December 1988 – April 1989** : **Accompanied husband to Holland**
- **August 1988 – September 1988** : **Studied various computer courses at Siam Computer Technology School**
- **November 1985 – July 1988** : **Nobel's Explosives Co., Ltd. (ICI) Thailand Branch**

Was employed as *Administration Officer* on a construction project of Nakorn Sawan Propellants Plant (Phase 1) for the Royal Thai Ministry of Defence. Responsibilities were similar to those of Phase 2 project above.

- **May 1984 – October 1985** : **Tate & Lyle Engineering (Thailand) Ltd. and Tate & Lyle Far East Ltd.**

Was employed as *Executive Secretary* to two British Resident Managing Directors.

- **April 1983 – April 1984** : **Amarit & Associates Co., Ltd.**

Was employed as *Private Secretary* to the Vice President.

- **January 1983 – March 1983** : **Full-time study at Ramkhamhaeng University**
- **March 1980 – December 1982** : **Tate & Lyle Agribusiness Ltd.**

Was employed as *Typist/Clerk* and *Secretary* respectively.

- **March 1978 – April 1978** : **Hitachi Sales (Thailand) Co., Ltd.**

Was employed as *Temporary Staff/Trainee* during college's summer holidays.

OTHER EXPERIENCE:

- **October 1982 – November 1982**

Was selected by the Royal Thai Government's National Youth Bureau to be one of the total 35 Thai participants in "Ship for South East Asian Youth" Programme (on board m.v. Nippon Maru visiting Malaysia, Singapore, Indonesia, Philippines, Thailand and Japan), and was also appointed as the Thai Contingent's Secretary during that year. The main objective of this annual programme was to promote and strengthen mutual understanding and friendship among the youth of these countries.

REFEREES:

- **Mr. Boonchai Panjarattanakorn** – Translation Agency (Relationship : Book Editor)
Thai E-Service Center Co., Ltd. - 107/212 M.6, Buathong 2 Village, Soi 22/5, Kanchanapisek Road, Bang Buathong, Nonthaburi 11110, Thailand.
Email: boonchaiosk95@gmail.com
- **Mr. Wilas Nirunsuksiri** – Medical Translator/Interpreter (Relationship : Fellow Translator)
Thailingo LLC - 515 Aaby Dr, Auburn, WA 98001-3854, USA
Email: wilas@thailingo.com
- I currently hold an up-to-date **DBS (Disclosure and Barring Service) certificate**, which allows me to work on UK government related projects.

LIST OF SOME PREVIOUS TRANSLATION & EDITING WORK:

1. Book Translation, namely:- The One Minute Millionaire, The Thinking Machine Vol.2, Ten Thoughts about Time, Awake at Work, The Science of Getting Rich and ***Get Anyone to Do Anything*** (this book is one of the best-selling books in Thailand and has been reprinted for more than 60 editions to date).
2. Editing of Clinical Research's User References and Guidelines, etc. (Ongoing)
3. Back translation of Medical Study's Surveys and Questionnaires, etc. (Ongoing)
4. Translation of Training & HR related Surveys and Questionnaires, etc. (Ongoing)
5. Translation of Market Research Questionnaires in the field of tourism and electrical/electronic products, etc. (Ongoing)
6. Translation of various Education related websites, info sheets and advertising materials (Ongoing)
7. Translation of Social Service related documents, e.g. letters, minutes of meetings, notices regarding adoption, custody, housing, etc. (Ongoing)
8. Translation of Certificates (Birth, Death, Marriage, Divorce), etc. (Ongoing)
9. Translation of various US cosmetics product advertisement/promotional video clips' Subtitles, for publishing on YouTube (Ongoing)
10. Editing of web contents for the Total Rewards (in-house benefits program) for the staff of a major Soft Drink Company (approx. 9,500 words)
11. Translation of In-house Training Materials (approx. 12,000 words) and Newsletters/internal communications etc. for a global Courier Company (ongoing)
12. Translation of Annual Corporate Responsibility Review (approx. 13,000 words), online learning materials and various publications for a major UK Supermarket Chain (ongoing)
13. Translation of online materials for Personality Questionnaire, Numerical Reasoning Test, Verbal Reasoning Test and all Support Pages for a major UK Human Resource Company (approx. 15,000 words)
14. Translation and reviewing/editing of various online Personality Assessments (Psychometrics) intended for service industry staff recruitment, for a Swedish Company (approx. 12,000 words) and attending a conference call to discuss with another translator to fine-tune the final wording
15. Translation of Employee Magazine for a 5-star Hotel Chain (approx. 22,000 words)
16. Editing and final review of Microsoft Windows Mobile Presentation (approx. 22,000 words)
17. Translation of Tourism-related Brochures for a major Travel Company (approx. 9,000 words) and for a Tourism Authority (approx. 6,000 words)
18. Translation of Brochure and Website for Western Australian Educational Institution (approx. 7,000 words)
19. Translation of Hollywood movie's Subtitles "Boa vs Python" (Run Time : 91 Minutes)
20. Online translation using 'Content Management Tool' (web localization) for the website www.image.net (approx. 6,000 words)
21. Translation of Thai Industrial Standard Ref. TIS 1187-2542 (1999) for Showers (approx. 3,200 words)
22. Translation of various articles for a local monthly bilingual newspaper "Pattaya People" during 2000-2002 (contributing approx.15,000 words per issue)
23. Translation of Research Questionnaires for Cathay Pacific Airways' Passengers (approx. 8,500 words)
24. Translation of Brochures for Jacuzzi and Sauna Products (approx. 5,000 words)
25. Translation of "Business Week" (Issue dated 5.3.01)'s Cover Story : Downfall – The inside story of the management fiasco at Xerox (approx. 10,000 words)
26. Translation of several Case Studies for Company Directors Certification Program's Course Materials (approx. 8,000 words each) and Training Program, etc.
27. Translation of American Voice Mail System's Script (approx. 17,000 words)
28. Translation of Project Proposal for 'Foreign English Assistant Teachers in Thai Primary School' (approx. 6,000 words)
29. Translation of "A Guide for Women Considering Breast Augmentation" (approx. 13,600 words) and "Options in Breast Reconstruction" (*for breast cancer patients*) (approx. 18,900 words), both containing some medical-related information
30. Translation of Siam City Cement Public Company's Board of Directors Report to the Shareholders (approx. 6,000 words)
31. Translation of MasterCard International's Latest Asian Ideals Survey Focuses on Privacy and several other press releases (approx. 2,000 words each)
32. Translation of several Press Releases/Promotional Campaigns for launching of new products or services for some IT, telecommunication and retail companies, e.g. IBM, Sun Cobalt, Siemens, Intel, Tesco, Coke, etc. (approx. 2,500 words each)
33. Translation of Site Rules for a Power Plant (approx. 7,000 words) and Employment Regulation for an Industrial Factory (approx. 7,000 words)
34. Translation of Quality Assurance Documentation for International School of the Regents for accreditation purpose (approx. 9,000 words)

and many more...