

Translation, Interpretation, and Training Services

ITB



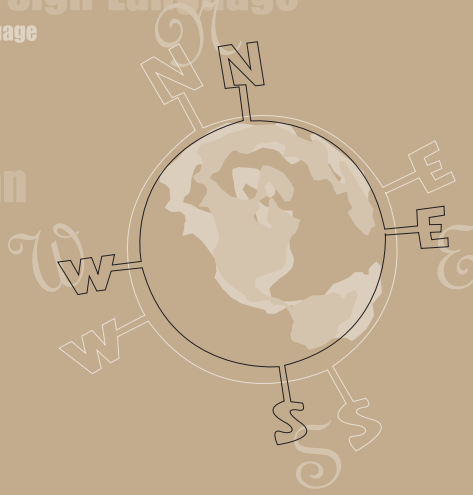
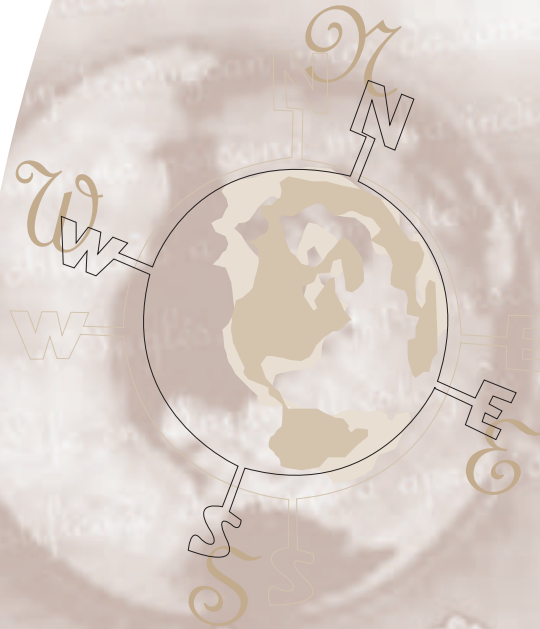
International Translation Bureau

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- Afrikaans
- Amharic
- American Sign Language
- Arabic
- Bengali
- Bosnian
- Bulgarian
- Burmese
- Cambodian
- Chinese
- Croatian
- Czech
- English
- Farsi
- Filipino
- French
- German
- Gujarati
- Hindi
- Hmong
- Indonesian
- Italian
- Japanese
- Korean
- Kurdish
- Lao
- Lithuanian
- Malay
- Marathi
- Norwegian
- Nuer
- Oromo
- Panjabi
- Polish
- Portuguese
- Romanian
- Russian
- Somali
- Spanish
- Sudanese
- Swahili
- Taishanese
- Thai
- Tigrinya
- Ukrainian
- Urdu
- Vietnamese
- and more...



Bringing the World Cultural Solutions

About **ITB**

International Translation Bureau (ITB) began business as Asian Translation, Inc. in 1996. Its founder and CEO, Sokunthea (Sue) Leng, is a native of Cambodia. ITB offers a broad range of translating, interpreting and training services to industries, businesses, individuals, non-profit organizations, and government agencies around the world. We offer support in all the major languages, plus over a hundred more. Our full-time staff and world-wide network of contracted associates are college-educated, native-speaking, experienced professionals ready to assist you with an effective solution to a linguistic or cultural challenge.

International Translation Bureau

Our staff and worldwide network of accredited, native-speaking, subject-specialized translators deliver document translations culturally developed for your target audience's acceptance. Our in-house computer and graphic specialists provide typesetting and layout to your specifications for a press-ready document or other format you request, including Website design. AN ASSIGNED MANAGER OVERSEES YOUR PROJECT at each step.

We provide consecutive or simultaneous culturally sensitive interpreting to facilitate communication for a variety of settings and situations, from one to one exchanges, to meetings, assemblies, and conventions. ITB has conference equipment for your large meetings and tours.

*All Major Languages,
Plus over a Hundred More*

In Country Representation

We will travel with our clients, domestically and internationally, to ensure they are not misdirected linguistically or culturally. We will help set up company connections overseas, as well as provide background on ethnic and cultural customs that will be encountered.

Cultural Sensitivity Training

In a world of international economic interdependence, effective cross-cultural communication takes on an urgency that does not just begin or end at national boundaries. Linguistic differences may be only a part of larger cultural barriers that can exist within a work force or in a business setting. ITB offers training seminars that educate businesses and organizations about the cultures of the increasing population of immigrants among their employees, clients and customers. Training sessions are designed to meet the needs and goals of the audience, and conducted by trainers who are themselves members of their specific cultural communities being explored.

Localization

When businesses enter new foreign markets, particularly larger ones, localization of advertising, websites and other communication tools are critical for success. ITB's native professional translators can provide communication products warmed to the dialects and cultural nuances of the target audiences in your localization campaign.

ITB Clients

AARP American Family Insurance American Red Cross Arden International Foods Asian American Press Best Buy Bio-Vascular, Inc. Bitstream Underground Blue Rock Advisors Briggs & Morgan CFG Insurance CURTIS 1000 Caldwell Banker Burnet Carlson Marketing Group Check Technology Corp. Children, Families & Learning Cigna Insurance City of Minneapolis City of St. Paul Collagen Corp. Counties of Anoka, Dakota, Hennepin, Olmstead and Ramsey Cummins Power Generation Dorsey & Whitney EAC Helicopters Energy Savers Unlimited, Inc. Farmers Insurance Group Golden Valley Foods Goodwill/Easter Seals The Hartford Insurance Hyatt Regency Hotels KARE 11 Kencom Productions LSG/Sky Chefs MN Technology, Inc. Metropolitan Health Plan Mortenson Group Neiman Marcus Northern States Power Northwest Airlines Radisson Hotels Science Museum of Minnesota Seiben, Grose & Von Holtum The St. Paul Companies St. Paul Public Housing State Fund Mutual State of Minnesota TCF National Bank Target Corp. Teamsters Bureau The Turkey Store University of MN UCare Health U. S. Dept of Commerce U. S. Navy Wilder Foundation

Services

- ❖ Translation
- ❖ Interpretation
- ❖ Typesetting
- ❖ Desktop Publishing
- ❖ Graphic Design
- ❖ Web Page Design
- ❖ In Country Representation
- ❖ Cultural Training Seminars
- ❖ Video Voice Over for Film and Video
- ❖ Southeast Asian Adoptions

Documents

- ❖ Adoption Papers
- ❖ Annual Reports
- ❖ Brochures
- ❖ Business Cards
- ❖ Catalogs
- ❖ Commercials/Advertisements
- ❖ Contracts
- ❖ Corporate Policy/Employee Manuals
- ❖ Diplomas
- ❖ Film/Video Scripts & Subtitles
- ❖ Instructions
- ❖ Legal Documents
- ❖ Personal Documents
- ❖ Technical Manuals
- ❖ Training Informations
- ❖ Web Pages
- ❖ Others

Media Formats

- ❖ PC and Mac Compatible
- ❖ Floppy, Zip, CD-Rom, Jaz
- ❖ Email
- ❖ Hard Copy

Industries Served...

- ❖ Academic/Educational
- ❖ Advertising/Marketing
- ❖ Business/Corporate
- ❖ Entertainment/Media
- ❖ Manufacturing
- ❖ Medical
- ❖ Banking/Finance
- ❖ Legal
- ❖ Engineering
- ❖ Government Agencies
- ❖ Non-Profits
- ❖ Electronics/Computers