

# NEWSLETTER

## TESTIMONIALS

*I wanted to thank you for your great support during this project. Thank you for your patient with the chaos of files and different contacts sending them and flexibility to accommodate continuous changes in the schedule.*

-- Andres Crevillen, Amplexor

*The client has chosen your team as their preferred vendor based on a few samples they received.*

-- Dipali Gurav, ULG

*On area we would like your special attention on is the headlines. Your teams are really good at these and we would love your feedback on those as many of the new words were in that area.*

-- Kristi Gray, Eriksen



## FOCUSING ON HIGH-QUALITY SERVICE BY DRIVING GROWTH WITH OKR

At the start of 2021, iLen officially implemented OKR for management and functional positions across the company with the aim of driving enterprise growth and focusing on improving high-quality services.

OKR, or Objectives and Key Results, is a set of agile management tools and communication methods invented by Intel to focus on goals and stimulate enterprise creativity and employee drive. After three months of use, it is already showing results. By implementing OKR, iLen employees are working together around shared goals and devoting their efforts to the most important concerns. Consequently, the company's performance improvement has been encouraging. OKR also helps us achieve efficient internal communication and collaboration, making management easier and more effective. Most importantly, OKR has changed the way employees think, from "I've been asked to do" to "I want to do". It has guided employees to think, work, and innovate actively, and improved their engagement and customer service awareness.

OKR is a new attempt by iLen to embrace innovation and continue to cultivate internal skills. We look forward to maximizing the value of our team through the virtuous circle that OKR brings, enhancing the strength of our company in response to the ever-changing market, and continuing to provide high-quality service for our customers.



## Services Provided

- Translation
- Software Localization
- Website Localization
- Multimedia Localization
- Localization Engineering
- Multilingual Desktop Publishing
- Interpretation
- Software Testing

## Our Main Language Pairs

### English into Target Languages

Simplified Chinese	Indonesian
Traditional Chinese	Malay
Japanese	Vietnamese
Korean	Tamil
Thai	

### Source Languages into Chinese

German	Korean
Spanish	Japanese
French	

### Chinese into Target Languages

English	Korean
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## CAT Tools

SDL Trados 2007	SDL Trados Studio
SDLX	XTM
Catalyst	Passolo
MemoQ	DeJaVu
Wordfast	Heartsome
Transit	Across

## DTP Applications

Adobe InDesign	Microsoft Word
Adobe FrameMaker	Microsoft Powerpoint
Adobe Illustrator	Microsoft Excel
Adobe Photoshop	Microsoft Publisher
Adobe LiveCycle	Coral Draw

## Engineering Tools

Adobe After Effects	Articulate Storyline
Adobe Audition	Articulate Studio
Adobe Captivate	Dreamweaver
Adobe Flash	Lectora Inspire
Adobe Premiere	Madcap Flare
Adobe RoboHelp	Subtitle Workshop

## Quality Certificates



## Office Hours

9AM - 6PM GMT+8  
Monday - Friday

### iLen Headquarters

Room 15A, Unit 2, Tower 6, Time City (Xian Dai Cheng), Nanguang Road, Nanshan District, Shenzhen, Guangdong, China 518054

### iLen Chengdu

Room 1804, Building 3, Idealism Center, No.38, Tianyi Street, High-Tech Zone, Chengdu, Sichuan, China 610017

### iLen Changsha

Room 1821-22, Building 1, XiangYu Central, No. 235 WuYi Avenue, Furong District, Changsha, Hunan, China 410001

## CLOUD ANNUAL MEETING CELEBRATES THE NEW YEAR



On January 29, 2021, iLen celebrated the New Year with a special "Cloud Annual Meeting." Due to Covid-19, the main venue was set up inside iLen's head office in Shenzhen. Employees in Chengdu and Changsha watched a livestream of the 2020 Employee Excellence and Best Progress Award being handed out, and they also participated in the lottery.

The annual meeting has always been an annual feast for iLen employees where everyone comes together to enjoy not only delicious food but also entertainment from the staff. However, to protect the health of employees, iLen canceled the traditional offline annual meeting, which had been planned for a long time, and replaced it with an online cloud version. Although we were not allowed to go out for dinner this year, iLen employees prepared



delicious food to share. The dinner was enjoyed by all and despite the lack of performances this time, the cloud awards and cloud lottery were still lively and fun. The venue for the annual meeting may have become smaller, but the distance between us became closer. Thanks to the understanding and goodwill of all our staff, iLen was able to bid farewell to the previous year and celebrate the new year in a new way.

Like everyone around the world, iLen has experienced many ups and downs in 2020. But thanks to the joint efforts of all employees, we successfully handled the challenges and achieved our growth goals. We are grateful for what was achieved in 2020 and look forward to new opportunities in 2021. iLen is ready to embark on a new journey and meet new challenges!