

SERVICE OVERVIEW ONE-PAGER

Language Workflow Specialist

Outsourced, advanced workflow support in all language pairs for boutique LSPs

I. File and CAT-tool processing

A centralized workflow I've run across thousands of projects to safeguard quality, maintain consistency, and reduce costs. It even captures TM/TB leverage and savings with non-CAT-tool translators and seamlessly utilizes my Korean workday to prevent bottlenecks.

Pre-production tasks



Source file processing - I turn messy or technically complex source files into clean, translation-ready content, preventing duplicated cleanup across languages.



Source text preparation - I refine source text before translation to reduce word counts, improve asset leverage, prevent errors across languages, and build cleaner resources for future projects.

Post-production tasks



Target text consolidation - I propagate linguist-approved wording across the entire project, ensuring every target file reflects consistent terminology, style, formatting, and final edits.



Linguistic quality control and remediation (optional) - I combine automated checks, targeted AI analysis, and linguist involvement to identify and remediate issues while balancing quality, turnaround, cost, and acceptable risk.



Target file processing - I reconstruct verified translations in their native file formats while preserving structural integrity, formatting, and tags, delivering complete project assets and a clear audit trail.



Formatting quality control and finalization (optional) - I resolve standard visual, linguistic, and functional issues within the target layout, finalizing deliverables for formats that do not require specialized desktop publishing.

II. Human-driven AI-augmented translation



Trained AI translation - I unify project assets, style requirements, and context into a human-driven AI-augmented workflow that produces more coherent, accurate, and consistent output than conventional machine translation.



Post-editing coordination - I provide steadily improving, polished, context-aware AI translations and flexible editing options to your post-editors. I can operate in the background with your project manager coordinating file exchanges, or I can work with the post-editors directly (always CCing your team), and return the finalized project to you when complete.

III. Cross-functional support services



Workflow design - I design translation workflows that combine human expertise, AI, linguistic assets, and specialized technology to meet each project's quality, cost, and turnaround requirements.



Workflow and technology training - I equip your team to execute human-directed workflows through customized, hands-on instruction aligned with your staff, technology, and operational goals.



Translator support - I help veteran translators embrace AI-enabled roles, tools, and post-editing practices that reduce cognitive strain, expand sustainable opportunities, and strengthen their value as strategic partners.



Resource management - I build and keep translation memories, term bases, and style guides clean, current, and actionable, promoting consistency and enforcing messaging and brand control.



Project analysis - I assess requirements and workflows for accurate quoting and resourcing.

Flexible workflow coverage - I fill off-hours and staffing gaps, handle workload spikes, and support 24-hour delivery and communication without you having to build extra in-house capacity.

Service	Base rate	Minimum charge	What is included
File and CAT-tool processing	USD \$0.005/ English word (or equivalent)	USD \$50	Source file processing + Source text preparation + [Handoff to/from your PM or linguists] + Target text consolidation + Target file processing
Trained AI translation	USD \$0.01/ English word (or equivalent)	USD \$75	File and CAT-tool processing + Trained AI translation
Trained AI MTPE	USD \$0.015/ English word (or equivalent)	USD \$95	File and CAT-tool processing + Trained AI translation + Post-editing coordination
Miscellaneous tasks	Advance quote or US \$50/hour (or equivalent)	USD \$50	Upgraded workflows for the above, any of the cross-functional support services, or other custom services

Note: Secure processing with all data costs included. I personally complete the work myself; I do not outsource it. Discount and add-on options, advance quoting, custom services, and other currency options are available. See **On-Call Language Workflow Back Office** (<https://cotranslatorai.com/langops>) for more detailed information about my trained AI translation and MTPE services.

Bridge your production gaps so you can focus on client value.

Scale without adding fixed overhead through outsourced, end-to-end workflow management and advanced AI translation support. Use my dedicated **Language Workflow Specialist** services on an as-needed basis:

<https://cotranslatorai.com/language-operations-specialist>

Lean into complex projects • Add new services • Access self-funded capacity • Hit rush deadlines • Deliver more, better work

