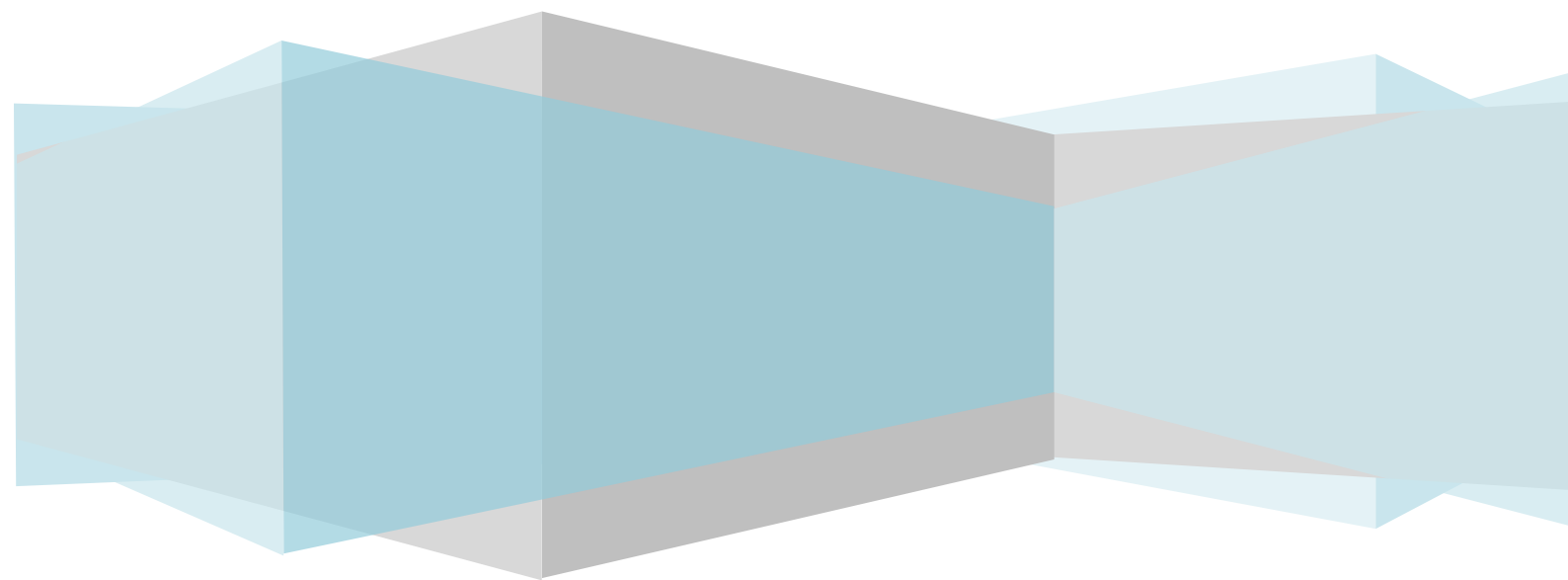


# Eka Bana Fahmiyanto

Translator



## PERSONAL SUMMARY

A multi-skilled, reliable & talented translator with a proven ability to translate written documents from a source language to a target language. A quick learner who can absorb new ideas & can communicate clearly & effectively with people from all social & professional backgrounds. Well mannered, articulate & fully aware of diversity & multicultural issues. Flexible in the ability to adapt to challenges when they arise & at the same time remaining aware of professional roles & boundaries.

## WORK EXPERIENCE

Present Working freelance for providing a translation and interpretation service to clients where needed. Involved converting documents and articles from one language into another and ensuring that the finished converted articles relay the intended message as clearly as possible. Duties: Researching legal & technical phraseology to ensure the correct translation is used. Liaising with clients to discuss any unclear points. Providing guidance & feedback & creating customer-specific style guides. Translation of documents/letters from English to Indonesian. Reviewing and proofreading text. Revising more junior translators' translations. Conducting face-to-face interpreting. Telephone interpreting. Working as a translator for Law firms, charities and local councils. Supporting the translation team with other projects when necessary. Excellent English speaking and writing skills. Retrieving articles from newspapers, magazines & the internet & translating them from English to Indonesian.

## KEY SKILLS AND COMPETENCIES

Able to fluently speak English, Indonesian, specialized in translating English document to Indonesian. Able to work to tight deadlines. Highly skilled in Word, Excel, Able to work under pressure, Able to prioritise work.

## ACADEMIC QUALIFICATIONS

English Education Department - University of Pekalongan - Indonesia 2006 - 2009