

Rizky Aprilia
Professional English-Indonesian Translator



Contact Information

Perumahan Permata Cimanggis, Cluster Mirah Blok D-6 No. 20
Cimpaeun, Tapos, Depok
M: +6289624034675
E: rizky4aprilia@gmail.com
Skype: rizky.qiuw

Personal Summary

Indonesian native speaker, qualified professional English-Indonesian translator with excellent communication and interpersonal skills. Hard-working, friendly and very much a team player. Three years experience as an in-house translator and copy-writer in a communication agency and now working as a freelance translator. Having an experience of working in a short term translation project in the US (Aug-Sept 2015). A member of the Association of Indonesian Translators (HPI).

Latest Education

Bachelor Degree of English Literature - State University of Jakarta, graduated in July 2010, GPA 3.29

Work Experience

February 2011 – June 2014: Linguistic Consultant

PT. Alaksir Cipta Aksara, based in Jakarta, Indonesia

Responsibilities:

- Provide translation service from English to Bahasa Indonesia and vice versa to clients
- Proofread, edit, review translated works, perform linguistic sign-off
- Transcript video or conversation recordings in Bahasa Indonesia and in English
- Copy-write and copy-edit articles in Bahasa Indonesia and in English based on highlighted points provided by clients
- Manage projects to be distributed to other in-house translators
- Monitor online and printed media to serve a team of media monitoring
- Summarize articles

October-November 2009: Internship as an English Desk Staff
Voice of Indonesia program at RRI Jakarta (National Radio)

Responsibilities:

Provide Indonesia to English translation of articles (news, education, entertainment, culture) taken from various printed and online media to be broadcasted by the newscaster.

Freelance translator and copy-writer, from 2006 to present

Provide translation service from English to Indonesia and vice versa for miscellaneous clients; writing website contents for a client under specified themes.

Other Skills/Qualifications

Proficiency with CAT Tools: SDLX, Trados, Idiom Worldserver, SDL Studio 2015

Proficiency with Windows and Mac computers

Capacity

2000-3000 words/day for translation

3000-5000 words/day for review and proofreading

Referees

Zili Rahma Hapsary

PT. Alaksir Cipta Aksara

T: +622171642345

M: +6281510109559

E: zili@alaksir.com

(References available on request)

Portfolio

(Note: this is an abbreviated list and leaves out many smaller jobs as well as those that cannot be disclosed due to confidentiality agreement)

- Source Owner: **PT Trans Retail Indonesia (Carrefour)**
 - Copywriting: English and Indonesian
 - Title: Gapura Monthly Internal Magazine

- Nature of Material: Corporate internal magazine
- Source Owner: **Nestlé Indonesia**
 - Translation: English > Indonesian
 - Title: Nestlé Breakfast Cereal Monthly Newsletter
 - Nature of Material: Newsletter for subscribing customers
- Source Owner: **Nestlé Indonesia**
 - Translation: English > Indonesian
 - Title: Translation Back of Pack
 - Nature of Material: Translating the back part of cereal boxes (Koko Crunch, Honey Stars, etc)
- Source Owner: **Caterpillar, Inc.**
 - Review and LSO: Indonesian
 - Title: Z7_12_934SY3 - AEHQ6721 - Command for Dozing
 - Nature of Material: Product documentation
- Source Owner: **Caterpillar, Inc.**
 - Translation: English > Indonesian
 - Title: RJ11_05_97ZK4N - QEDQ1565-01 SCOM B-Series
 - Nature of Material: Marketing document
- Source Owner: **General Electric**
 - LSO: Indonesian
 - Title: Brivo XR575 OM FM ID
 - Nature of Material: Product manual (health device)
- Source Owner: **Research in Motion, Ltd.**
 - Translation: English > Indonesian
 - Title: RIM_122_CFLAO_001
 - Nature of Material: User interface (Smart phone)
- Source Owner: **Tomtom**
 - Translation: English > Indonesian
 - Title: 20130516-DEV-TTHOME-SUSTAINING-2515-Carlo
 - Nature of Material: User interface (GPS)
- Source Owner: **Gallup**
 - Web test: Indonesian
 - Title: AksNobel Q12
 - Nature of Material: Employees engagement survey

- Source Owner: **Hawlett-Packard, Inc.**
 - Translation: English > Indonesian
 - Title: D02 Bundle - Hewlett-Packard Company
 - Nature of Material: Information Engineering (IE)
- Source Owner: **Hawlett-Packard, Inc.**
 - Translation and proofreading: English > Indonesian
 - Title: D02 395. Stars UG translation and spot check
 - Nature of Material: Information Engineering (IE)
- Source Owner: **Intel Corporation**
 - Translation: English > Indonesian
 - Title: APAC Jive
 - Nature of Material: Product interface
- Source Owner: **Symantec Corporation**
 - Review: English > Indonesian
 - Title: Norton Family Safety Guide
 - Nature of Material: Product documentation (anti-virus software)
- Source Owner: **Air Products and Chemicals Inc.**
 - Translation: English > Indonesian
 - Title: End User Data Plan Changes and Best Practices
 - Nature of Material: User manual
- Source Owner: **Air Products and Chemicals Inc.**
 - Subtitle translation: English > Indonesian
 - Title: Best Practices
 - Nature of Material: User manual
- Source Owner: **Singapore Tourism Board**
 - Translation: English > Indonesian
 - Title: Where in SG
 - Nature of Material: Lifestyle and tourism magazine content
- Source Owner: **Hanjaya Mandala Sampoerna, Tbk.**
 - Subtitle translation: English > Indonesian
 - Title: ALP
 - Nature of Material: Video of agricultural practices
- Source Owner: **Hanjaya Mandala Sampoerna, Tbk.**
 - Transcription: English and Indonesian

- Nature of Material: Testimonial and interview recordings

I hereby certify that all the information provided above is true and valid.

A handwritten signature in black ink, appearing to read 'Rizky Aprilia', with a horizontal line underneath the name.

Rizky Aprilia