**MY RESUME**

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| Nationality | : | Indonesian |
| Work Objectives | : | FAST AND EFFICIENT TRANSLATION SERVICES, DELIVERY BEFORE DEADLINE, ALWAYS SATISFIED CUSTOMERS, STANDARD INDONESIAN PRICES (US$ 0.05 per word) |
| MOTHER TONGUE | : | Indonesian |
| Translation Languages | : | English – Indonesian  Indonesian – English |
| Major projects | : | **2005 – 2009** : Translation Projects of Science Books from (The Brown Reference Group pic., Franklin Watts, Kingfisher,Grolier Educational, Mason Crest Publisher, John Wiley & Sons, Inc., The Mathematical Association of America (MAA), Brown Partworks, Jossey-Bass, Oxford University Pres, Dawn Publication, Chrysalis Children Book, Miles Kelly Publishing Ltd, Blake Education. Oxford University Press, Miles Kelly Publishing Ltd, Chrysalis Children Book).  **2010** – Handling Agreement Documents between THE AUSTRALIAN DEFENCE FORCE AND THE INDONESIAN NATIONAL DEFENCE FORCE CONCERNING THE PROVISION OF MUTUAL LOGISTIC SUPPORT |
| Agency affiliations | : | * AnindyaTrans – Jakarta, Gemilang Trans – Jakarta, SuryaTrans – Jakarta, TelitiKata – Semarang, Translator Indonesia – Jakarta, Widya Fifana – Jakarta. * Stella Lyrics - India |
| **COMPUTER TECHNOLOGY:**  POWER POINT, WORD, PDF, HTML, EXCEL, IMAGE PROCESSING, PHOTOSHOP, COREL DRAW, ETC. | | |
| **OTHER SKILLS AND COMPETENCES (**not mentioned above**)**   * DESIGN GRAPHIC – PROMO, DESIGN, LOGO * I WROTE 3 BOOKS EACH CONSISTING OF 20.000 WORDS * FIVE YEARS EXPERIENCE IN EDITING, WRITING, AND TRANSLATING IN PUBLISHERS * ARTICLES WRITER (SEO/PREVIEW) FOR WEBSITE | | |
| **Primary Areas of Work**  Specialized in: Science, Heavy Industry, Legal, Military, Education, Business (contracts, annual reports, SHE etc), Immigraton/Police, Arts & Culture, Automotive, etc   |  |  |  | | --- | --- | --- | | **Examples of types of document translated** | | | | **Legal** | **Education** | **Business** | | Deed of Incorporation | Directorate of Education | Contracts | | Assignment | Curricula | Rental contracts | | General Meeting of Shareholders | Diplomas | Profit / Loss Accounts | | Arrangement | Transcripts | Balance sheets | | Decree (Minister, President) | Universities & Colleges | Annual reports | | Regulations | Thesis & dissertation | General Meetings | | Amendment | Educational reports | Sales information | | Claims and Respond | Vocational certificates | Marketing and advertising | | | |
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| **FORMAL EDUCATION / TRAINING**  **1999-2000** Diploma Sebelas Maret University of Surak arta,  Major : English Departement | | |
| I work part time as a freelance translator with my teaching job from a home office.  My many years in publishing and teaching have given me unique and complex insight into English and Indonesian language, which I apply to all my translation specialty areas.  I have contracts and contacts with a dozen Indonesian translation agencies. They keep me busy, but I am always open to discuss additional agreements with new agencies and Language professionals. I am a member of the translator network [ProZ.com](http://ProZ.com). My skills are in demand and lauded by all my agents and providers. I am skilled in multiple subjects, which is seldom in the translation trade. On free days and in empty hours of the afternoon when I do not have any translation work or bookkeeping to do, I spend my time playing football. | | |