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# Dwiki Rifarian

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Jakarta, DKI Jakarta

## Summary

English and Indonesian Translator, Captioner, and Editor with over 4 years of experience within diverse creative organizations. Adept at bringing multiple simultaneous linguistic projects to completion with comprehensive professionalism and accuracy. Able to manage small and large groups of assistant editors, proofreaders, translators, and copywriters as warranted by assigned projects.

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## Experience

### Linguistic Editor

DeepL SE • Remote, DKI Jakarta

08/2023 - 09/2023

- Corrected errors in spelling, punctuation, and syntax based on careful review of written copy.
- Prepared, rewrote, and edited copies to improve readability.

### Indonesian Transcriber

PT. Appen Limited Co. • Remote, DKI Jakarta

03/2022 - 11/2022

- Listened to, interpreted, and transcribed recorded dictation into Indonesian texts.
- Identified dictation inconsistencies, discrepancies, and inaccuracies and made reviews.

### English Transcriber & Captioner

Linguo Go Sdn., Bhd. • Remote, DKI Jakarta

05/2021 - 02/2022

- Understand the content in a short video.
- Matching English captions with the video content and then pairing them in the video.

### Field Marketing Officer

PT. Appco Group Indonesia • Jakarta, DKI Jakarta

03/2019 - 11/2019

- Achieved sales and marketing targets, maximizing ROI for clients.
- Crafted marketing material and content in consistent tone and brand voice.
- Selected and displayed goods at trade shows, fairs and exhibitions.

### Plant Data Collector

PT. Tropica Greeneries • Jakarta, DKI Jakarta

06/2018 - 08/2018

- Count the number of existing trees and group them by tree type.
- Create a tagger with the tree identification and attach it to the tree.
- Identify the condition of existing trees that can be retained and those that should be replaced with new trees.

### Landscape Drafter

Jakarta Province Public Housing and Residential Area Service • Jakarta, DKI Jakarta

05/2017 - 07/2017

- Managed stages of project design and execution, coordinating site plans, writing specifications, and preparing estimates.
  - Optimized project plans based on site conditions and the availability of water sources.
  - Integrated designs around existing landscaping, taking advantage of established trees to create organic flow.
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## Skills

Layout Design, Document Proofreading, Research Translation, Error Correction, Readability Improvement, Layout Formatting, Multitasking

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## Education

### Landscape Architecture

University of Trisakti • Grogol, DKI Jakarta

09/2018

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## Languages

Indonesian, English