

RESUME

- RESUME CAPSULE:**
- Certified & Sworn Translator for legal translations from English to Indonesian
 - Native speaker of Indonesian working full time as freelance translator
 - Over twenty years of experience in translating and interpreting
 - Specialized in Business, Commerce, and Legal translations
 - Almost twenty years experience in Marketing, Sales Administration, Shipping & Forwarding (traffic) in Europe, UK and the USA
 - Marketing of Leasing Services; Microcomputer System Consultant; Managerial positions in Indonesian trading companies with responsibilities in International Relations
 - Foreign language skills: English, Dutch, and German

Personal Data

Full Name : Djoko Rahadi Notowidigdo
a.k.a. **Eddie R. Notowidigdo**

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Place & Date of Birth : Surakarta, Indonesia, March 18, 1946



Services offered

- Translation

Working Language Pairs

- English – Indonesian (Certified & Sworn)
- Indonesian - English
- Dutch - Indonesian
- German - Indonesian

Specialization

- Business and Commerce (including correspondence)
- Business (Marketing/Marketing Research/Business Proposals/International Tender Documents)
- Legal (Notarial Deeds/Contracts/Agreements/ Laws and Regulations/Birth/Marriage Certificates etc.)
- Training & Education (Training Materials/Manuals/PowerPoint presentations)
- Art (Catalogues for Art Exhibitions; websites)
- General English / Dutch / German

Credentials

- Decree No. 1836/2009 issued by the Governor of DKI Jakarta, Indonesia (Sworn Translator)
- Certificate for legal translations from English to Indonesian,
Awarded by Institute of International Languages, Faculty of Humanity Universitas Indonesia, Jakarta
(Lembaga Bahasa Internasional, Fakultas Ilmu Pengetahuan Budaya Universitas Indonesia – LBI-FIBUI)

Courses, Seminars and Workshops

- Course in Shipping and Forwarding, Antwerp, Belgium
- Computer course in “SMART Integrated Software” comprising Word processing, Spreadsheet, DBMS and Programming, New York, NY, USA
- Course in Business Data Processing & Programming in COBOL, NY University, New York, NY,
- Course in Commodity Futures Trading, New York, NY, USA
- Advanced Course in Leasing, Asosiasi Leasing Indonesia (ALI), Jakarta, Indonesia
- Seminar in Analyzing Financial Statements, SGV Utomo, Jakarta, Indonesia
- Workshop in Copywriting, Jakarta, Indonesia
- Intensive Course in Import-Export, Jakarta, Indonesia
- English Teacher Training Course at ILP, Jakarta, Indonesia
- Advanced Level German Course at Goethe Institut, Jakarta, Indonesia
- CAT Tools Training: “WORDFAST”, Jakarta Indonesia

Computer skills

- MS Word, Excel, Visio, PowerPoint & Photoshop
- CAT Tools: WORDFAST Classic, TRADOS 2007 Freelancer

Memberships

- Association of Indonesian Translators (Himpunan Penerjemah Indonesia – HPI)
- ProZ.com (<http://www.ProZ.com/profile/124234>)
- TranslatorsCafe.com (<http://edrahadi.TranslatorsCafe.com>)

PAST EXPERIENCE

Writer

- Wrote two advanced level English textbooks for an English language course (English for Success);
- Wrote four editions of The Indoprom Newsletter (an English language monthly tabloid) (2001)
- Wrote two advertorials in English for TELKOMSEL published in Far Eastern Economic Review (2001)
- Wrote two advertorials in English for BKPM (Indonesian Investment Coordination Board) published in The Economist and the Wall Street Journal (end Sept. 2008)

Translator

- English Business Correspondence for the Marketing Director of PT Timah, Jakarta
- Speech for the Indonesian Minister of Mines for presentation at the International Tin Council Meeting in London; (Ind>Eng)
- Speeches and PowerPoint presentations from Indonesian to English for presentation at international business forums;
- Business Proposals, Survey Reports, Company Profiles, Corporate Code of Conduct
- Business correspondence for Indonesian Companies, from Indonesian to English and Dutch and v.v.
- Business Contracts/Agreements
- Notarial Deeds (Establishment of Company; Changes and Amendments)
- Press Releases from Indonesian to English for a reputable PR Company in Jakarta
- Legal: "Book of Evidence" of a court case in Europe (Eng>Ind)
- Translation of Indonesian Laws, Ministerial decrees, Government regulations etc. (Ind>Eng)
- Tender documents for International Tenders (Ind>Eng)
- Environment: REDD (Reducing Emissions from Deforestation and Forest Degradation); Land development in Kalimantan, Aceh) (Eng>Ind; Ind>Eng)
- Engine Manual (Ger>Eng)
- Patentschrift (Ger>Ind)
- Oil Company Drilling Report (Dut>Eng)
- Web contents of Colleges/Universities in the UK, Australia and New Zealand; (Eng>Ind)
- Web contents of an International Communication Company (Eng>Ind)
- Web contents of Agus Budiyanto, Aquarelle Painter; (Ind>Eng)
- Web contents of The Jakarta Conservatory of Music; (Ind>Eng)
- Catalogues for numerous aquarelle painting exhibitions by Agus Budiyanto from Indonesian to English (2002 to present) (Ind>Eng)
- Catalogues for numerous art exhibitions by various Indonesian Artists organized by Elcanna Gallery, Jakarta (2005 to present) (Ind>Eng)
- Catalogue of the API-2003 (Asosiasi Pematung Indonesia) art exhibition entitled "In Search of Peace: Indonesian Contemporary Sculptors" held at the WTC, Jakarta including an article by Asikin Hasan, Curator of Galeri Utan Kayu, entitled "API Contemporary Sculpture Exhibition". (Ind>Eng)
- Catalogue for a painting exhibition by Jason Monet organized by Galeri Santi, Jakarta (Ind>Eng)
- Catalogue for a painting exhibition by Walter van Oel organized by Galeri Santi, Jakarta (Ind>Eng)
- Catalogue for a painting exhibition by Dwijo Sukatmo organized by Emmitan Fine Art Gallery, Surabaya (Ind>Eng);
- Miscellaneous Material including Business Correspondence (Ind>Dut & Dut>Ind)

Prior Experience as Contractor

- Contracted as interpreter and translator during an eight-week training program for the Indonesian National Police (POLRI) organized by US DOJ/ICITAP Jakarta (Aug. 2003)
- Contracted as interpreter and translator during a two week survey by a US Law Enforcement Advisor in West Kalimantan organized by US DOJ/ICITAP Jakarta (October 2003)
- Contracted as interpreter and translator by SAIC/MPRI from January 2004 to May 2008 assigned to the US Dept of Justice/ICITAP Jakarta providing training assistance to the Indonesian National Police; MCC (Millennium Challenge Corp.) project providing assistance to the Indonesian KPK (Corruption Eradication Commission)
Work performed:
 - Translation of training manuals, correspondence, Indonesian laws and government regulations, etc.
 - Interpreting (consecutive) during meetings and training courses.

Clients:

National and international clients in the USA, Canada, Argentina, UK, Ireland, The Netherlands, Germany, Austria, Italy, Russia, Malaysia, Australia and New Zealand.