

# FREELANCE TRANSLATOR, TRANSCRIPTION, LQA

## HENKEL OKTOFERY

Palazzo Garden B-29, Kelurahan Belian, Kecamatan Batam Kota, Batam - 29464

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## EDUCATION

Advanced Diploma in Computer Science, GPA 3.43

Informatic Computer School, Singapore

## WORKING LANGUAGE

- Indonesian (native)
- English US (fluent)

## KEY SKILLS PROFILE

- Typing Speed 70 WPM
- Expert in Internet Research
- Microsoft Office, SDL Trados, Transcriber, Slack, Skype, Google Drive
- Able to learn and utilize proprietary softwares quickly and with minimal assistance
- Organized filing, fast learner, management and problem solving with minimum supervision
- Organized workflow according to deadlines and completed each project in a timely manner

## EXPERIENCE

1. August 2017 - February 2019

**Freelance Translator** - EQHO Globalization Pte Ltd

- Evaluate test result of new applicant
- Translate documents from English to Indonesian

2. May 2019 - present

**Independent Contractor** - Appen

- Search Result and Social Media Ads Evaluator
- Review and Rating Videos
- Transcribe Indonesian Audio Data

3. November 2019 - present

**Freelance LQA for Subtitles of TV Series** - Netflix by Moravia

- Post Editing / Proofreading / LQA of subtitles

## AREAS OF EXPERTISE

Operations, Management, Manufacturing, Logistic, Construction, IT Hardware & Software (SAP, Premiere HR, Accurate Accounting, MYOB), Computer Games, Sports, TV Shows, Business, Marketing, General texts, Property, Tourism, and Fishery.