



Latifah Novia Nur Aini

FREELANCER AND EDUCATOR

ADDRESS

KALILONDO, RT.01/04, SIDOREJO KIDUL,
TINGKIR, SALATIGA. INDONESIA

DATE OF BIRTH

BEKASI, 17 NOVEMBER 1997

GENDER

FEMALE

PROFESSIONAL PROFILE

I am a passionate, adaptable and responsible freelancer and educator who wants to implement my skill, interest and creativity to bring a great positive impact to my workplace. Along with my working experience, professional experience in social communities and background knowledge, I believe that I can work well in teams or working under pressure. I am also a multilingual person, I can speak four languages: Indonesian (Native), English, Javanese and Malay.

ACADEMIC BACKGROUND

I was honored to obtain my Bachelor degree of English Education at Universitas Kristen Satya Wacana (UKSW) Salatiga, Indonesia. Regarding to my major, I took English Education Program with 3.75 GPA score.

WORK EXPERIENCE

FREELANCE LINGUIST

August 2019 - present

Doing multiple kinds of linguistic jobs like MTPE, Translation, Transcriptions, and Subtitle Editing from Indonesian to English, Malay to English, and vice versa according to the client's request.

FREELANCE TEACHER and COPYWRITER (OCEANA Training Organization)

July 15th, 2019 - August 26th, 2019

Promoting the training programs to high school students, and also training adult learners who will be working in hotels and ships by giving them real-life communication practices and also working etiquette.

INTERN STAFF - Internship Program (D'EMMERICK HOTEL SALATIGA)

August 2018 - December 2018

- Creating advertisements in English
- Training the Hotel's marketing staff in regard to their communicative and listening skill because they often have foreign customers, so that they need to improve their English skills.

PROFESSIONAL EXPERIENCE

VOLUNTEER STAFF AT ST. NICHOLAS HOME, PENANG, MALAYSIA

(AIESEC GLOBAL VOLUNTEER PROGRAM)

February 27th 2019 - April 10th 2019

- Translating documents from Malay to English, Indonesian to Malay, and Indonesian to English
- Becoming a copywriter for the annual website of St.Nicholas Home
- Organizing fund-raising events.
- Teaching Basic English to visually impaired and multi-handicapped children.
- Assisting the trainees for ICDL examination.

FREELANCE TRANSLATOR (LITTLEHOPE INDONESIA Community)

Since September 2017 - February 2019

- Promoting the social activities held by LittleHope Indonesia through social media platforms.
- Translating documents from Indonesian to English

HEAD COORDINATOR of "Journalism 101 Workshop" (Faculty Event under Student Body Organization/ Senat Mahasiswa Fakultas)


August 24th 2017 - July 31th 2018

- Coordinating the committee for the whole period.
- Leading the committee meetings.
- Making decision for each meeting.

PROFESSIONAL SKILLS

- Advanced English skills (spoken and written)
- Fluent in Malay and English
- Advanced organization skills
- Possess the ability to operate Microsoft Office services
- Possess the ability to operate Adobe Premiere Pro CC 2015. (Video editor)

CONTACTS:

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