



# RENEONEAL CUT ADAMY

JUNIOR TRANSLATOR

## PROFILE

I am a Junior Translator, a member of HPI (Association of Indonesian Translators), currently pursuing a career to develop knowledge and seek work experience.

## PERSONAL DETAILS

### Name

Reneoneal Cut Adamy

### Date of Birth

March 12, 2001

### Address

Depok, West Java

### Phone

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### E-mail

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### LinkedIn

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## EDUCATION

### SMA Negeri 1 Cibinong (2015 – 2018)

#### General

Mathematics and Natural Sciences (Biology, Chemistry, and Physics)

#### Specialization :

Social Science (Economy) and Language (Japanese)

#### Activities and Societies :

English Club & Japanese Club

## CAT TOOLS

- SDL Worldserver
- wordFast Pro
- CaptionHub
- VLC

## SKILLS

- Microsoft Office
- Social Media & E-Commerce
- Photo & Video Editing
- Finance & Entry Data
- Office Administration
- E-Learning
- Teamwork, Communication, & Leadership
- Networking
- Time Management

## CERTIFICATES

### February 2021 - Certificate of Participation

Participate in Webinar 16 HPI "Penerjemahan Sastrawi dan Suara sang Pengarang" (Literary Translation and the Voice of the Author) organized by the Association of Indonesian Translators

### January 2021 - Certificate of Participation

Participate in Webinar 15 HPI "Swasunting untuk Penerjemah" (Self-editing for Translators) organized by the Association of Indonesian Translators

### December 2020 - Certificate of Participation

Participate in Webinar 5 HPI Komda Kepri "Welcome to the World of Annual Report Translation" organized by the Riau Islands Regional Branch of the Association of Indonesian Translators

### November 2020 - Certificate of Participation

Participate in Webinar 14 HPI "Pelatihan Penerjemahan Teks Medis" (Medical Text Translation Training) organized by the Association of Indonesian Translators

### August 2020 - Certificate of Completion

Intellectual Property Rights in Business (LatihID Talks (LIT) 6)

### October 2019 - Certificate of Achievement

Successfully completed a course in Conversation in English: Elementary Levels (LIA Language Institute)

# WORK EXPERIENCE

## BTG LANGUAGE SERVICES (BOGOR, WEST JAVA)

### ● General Affairs, November 2020 - Present

Doing professional work related to finance and general administration of a Professional Freelance Translator, such as:

- Managing PO (Purchase Order)
- Creating Invoice
- Make monthly financial reports
- Recap Data
- Compiling and managing work agendas

### ● Jr. Translator, November 2020 - Present

Assisting the work of a Professional Freelance Translator (Senior Linguist for MediaLocate), such as:

- Reviewing, editing, translating, proofreading, subtitling, Linguistic Quality Assurance (LQA), and Subject Matter Expert (SME) website localization projects for a US multinational company specializing in Internet services and products
- Reviewing, editing, translating, proofreading, subtitling, Linguistic Quality Assurance (LQA), and Subject Matter Expert (SME) website localization projects for a US multinational company that produces a wide range of computer products
- Updating glossary and style guides in Translation Memory
- Maintain consistency of words or terms used in localization
- Pay attention to the cultural sensitivity that exists in website marketing communications

### ● Jr. Translator, November 2020 - Present

Assisting the work of a Professional Freelance Translator (Senior Linguist for TransPerfect) for International clients, such as:

Translation Review, Test Review, Editing, Translation, Proofreading, Reconciliation, Subtitling, Transcribing, Voice over, Quality Management, Voice Test, Document Identification, Revision, and Final Eye.

## PT IKON SIMPUL INDONESIA (BEKASI, WEST JAVA)

### ● Liaison Officer (LO), June 2018 – October 2018

Working as administrative and logistics staff at the PT Ikon Simpul Indonesia office as well as at the 2018 Asian Para Games event such as:

- Taking care of office administration;- Make and receive phone calls
- Creating office agenda and company data entry (data recap)
- Doing data archive
- Ensuring supplies of office stationery
- Creating invoices, RAB (Budget and Cost Details), and activity reports
- Creating and administering Purchase Orders
- Input data on souvenirs/merchandise/medals and send it to sports venues
- Recording all devices going out / coming from/to the office
- Distributing logistics, food, and beverages, as well as other necessities for participants and staff of the 2018 Asian Para Games
- Ensuring that the participants and staff of the 2018 Asian Para Games have their needs met

### ● Liaison Officer (LO), July 2018

Working as Liaison Officer in Food Unilever event with PT Kerry Ingredients Indonesia, such as:

- Ensuring and helping to prepare client needs to be met
- Receiving guests/clients from various countries while the event is in progress

### ● PIC (Person in Charge), December 2019

Working as a PIC (Person in Charge) in Orientation for CPNS with Ministry of Finance events, such as:

- Responsible for handling events
- Preparing event equipment
- Welcoming VIP invited guests
- Bring all event logistics to Tennis Indoor
- Assisting with preparation in the venue area
- Assisting the food preparation of members and the Ministry of Finance committee