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| **Curriculum Vitae****Rikha Lutfi Fitriadewi** |

**Professional Summary:**

Dynamic and results-oriented professional with extensive experience in education, language services, and international relations. Skilled in interpretation, translation, and teaching English to speakers of other languages. Proficient in CAT tools and adept at digital marketing strategies. Proven ability to foster cross-cultural understanding and facilitate collaboration in multicultural settings. Fluent in both Indonesian and English.

**Personal Information**

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| **Nationality** | Indonesia |
| **Place & date of birth** | Kendal, 28 April 1990 |
| **Sex** | Female |
| **Home Address** | Ds. Kebonharjo, RT 01/I, Patebon – Kendal, 51351 |
| **Email** | rikha.fitriadewi90@gmail.com |
| **Mobile Phone** | +62812 7690 8945 |

**Formal Education**

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| **Year** | **Description** |
| 2013-2014 | **M.A. in TESOL (Teaching English to Speakers of Other Languages, the** University of Nottingham - England |
| 2007-2011 | **B. Ed. in English Education**, Universitas Negeri Semarang |

**Working Experience**

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| **Year** | **Description** |
| 2021 - present | Freelance lecturer, Airlangga University – SurabayaI teach the following subjects for associate degree (D3) students:* Basic Interpreting
* Advanced Interpreting Practice
* Features Translation
* Formal Document Translation
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| 2017 - Present | Interpreter & Translator, Jakarta Centre for Law Enforcement Cooperation (JCLEC) – Semarang* Interpreting various classes regarding organized and transnational crimes from sponsors (UK Govt, Australia, USA, Canada, New Zealand) to Indonesian National Police.
* Translating organization-related documents.
* Proofreading various translated documents (Indonesian to English and vice versa).
* Reporting the course delivery to Event Management Team.
* Providing feedback for the course delivery
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| 2016 - 2017 | Secretary of International Relation Office and Cooperation – Universitas Internasional Batam, Batam* Increasing the number of UIB students going abroad for short course programs, exchange programs, 2+2 programs, and 1+1 programs (outbound).
* Attracting foreign students to come and study in UIB for short course program, exchange program, 2+2 program, and 1+1 program (inbound).
* Performing regular correspondence with partner universities abroad.
* Organizing international-scaled events in UIB.
* Establishing cooperation with prospective university partners abroad.
* Becoming interpreter for international guests.
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| 2015 - 2016 | Head of UIB Centre of Language and Culture – Universitas Internasional Batam, Batam * Responsible for the teaching of English subjects to all UIB students.
* Responsible for the teaching of English subjects to the public.
* Responsible for the administration of international English standardized tests such as TOEIC, TOEFL ITP, and TOEFL iBT in UIB.
* Resonsible for the teaching of BIPA (Bahasa Indonesia untuk Penutur Asing) in UIB.
* Translating various documents.
* Responsible for the English language subject content of the international short program in UIB.
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| 2015 - 2017 | Marketing Team – Universitas Internasional Batam* Giving a verbal presentation about UIB to high schools and UIB partners around Indonesia.
* Writing for marketing purposes (website content, newspaper article, university tabloids, brochure, billboards, banners)
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| 2015 - 2017 | Lecturer – Universitas Internasional Batam* Teaching English to UIB students.
* Teaching various English (English for Young Learners, ESP, IELTS Preparation, TOEFL Ibt Preparation) to the public.
* Researching
* Community Service
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| 2014 - 2015 | Marketing & Program Coordinator – INSIGHT, Semarang |

**Language(s) Spoken**

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| Bahasa Indonesia |
| English |