**ZITRO ALVIOTTI**

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# EDUCATION

## Universitas Padjadjaran (Unpad) Bandung

**Undergraduate of English Literature July 2012–February 2016**

* **GPA:** 3.48 (Graduate 3,5 years)
* **TOEFL:** 553 (ELT of Universitas Padjadjaran)
* **Concentration:** Translation
* **Honors:** A Very Satisfying Alumnus
* **Relevant Coursework:** Editting, Interpretting, Advertising, Creative Writing, Critical Writing, Translating, Proofreading and Textwriting

# WORK & ORGANIZATION EXPERIENCE

## Otoritas Jasa Keuangan Internship Jakarta, Indonesia

### [*Direktorat Komunikasi dan Hubungan Internasional*](https://www.google.co.id/url?sa=t&rct=j&q=&esrc=s&source=web&cd=1&cad=rja&uact=8&ved=0ahUKEwj-7ZTm-ZbLAhWBU44KHYI7B3YQFggZMAA&url=http%3A%2F%2Fwww.ojk.go.id%2FFiles%2Fbatch%2F294.pdf&usg=AFQjCNE6yclgb5_F_f27zmS71HwdIEmtXQ&bvm=bv.115339255,d.c2E) 17 Juni 2015 – 14 Agustus 2015

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Recruited before graduated from English Literature - Unpad as an intern at Otoritas Jasa Keuangan, editting formal texts in maintaining and cooperating national and international companies, worked with Direktorat Komunikasi dan Hubungan Internasional in some projects from group 2 to 3.

##  Translation Directory (Online Profit Organization) TranslationDirectory.com *Translator*  2014-2015 Translating texts and documents from international companies in social science  Becoming the most efficient and trustable translator  One of the most reasonable cost for translating  Transperfect (Online Profit Organization) Transperfect.com *Manager Translation*  2014-2015  Becoming the first proofreader before the result is delivered to client  Earn 10U.S. Dollar/hour  Work in a group of 4  Sadaluhung Padjadjaran Drum Corps (Non-profit organization) Jatinangor, Indonesia

 *Brass Section Member* 2013-2015

Becoming a brass player in marching band Sadaluhung Padjadjaran Drum Corps

##  Gemasian Debate Club (Non-profit organization) Jatinangor, Indonesia

*Vice Chief of Organization* 2014 - 2015

Conduct and lead an organization of 12 members

Making members as representatives both as competitors and referee of debating

Maintain transaction and relationship with other debating organizations
Became Runner Up in Gemasian English Competition in Interpreting

# SKILL & INTEREST

* **Language:** Indonesian (Mother Tongue), English (proficient in both spoken and written)
* **Computer Software:** Advance MS office user (Excel, Word, Power Point)
* **Training:** Translator
* **Activities :** Doing both online and direct translation and editing & Voluntary work for society
* **Interest :** Reading, International Politics, Music