**Indah Nurul Fitria**

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62-81223-786215

**Personal Statement**

Computer skills include internet research for personal and business purposes, Microsoft Word, Excel, PowerPoint, and outlook, ForTheRecord, Aegisub, and Express Scribe Transcription Tool, OmegaT, ABBYY and Fluency CAT Tool. Language skills include excellent oral and written English and fluency in Bahasa Indonesia, translation for general, medical, legal, and scientific writings. Highly adaptive, open-minded, independent, responsible worker and curious and fast learner.

**Career Objective**

Seek the position of Translator

**Key Skills**

Internet Research Data Entry Translation Transcription Editing

**Education**

2006-2013 Bachelor of Humanities

English Literature

Faculty of Humanities

Universitas Padjadjaran, Bandung, West Java, Indonesia

GPA 2.99/4

**Relevant Experience**

**January 2014 – Present Appen .Inc**

**Independent Contractor**

* Evaluating web search engine result
* Translating texts from English to Bahasa Indonesia
* Transcribing audio files into word files

**2008 – Present Varied**

**Freelance Translator and Transcriptionist**

* Translating various texts from English to Bahasa Indonesia and vice versa
* Transcribing audio/video files into word files
* Editing and proofreading translation works.