

Sinung Eko Raharjo

Translator

AREAS OF EXPERTISE

- *Translating legal documents*
- *Proofreading*

PERSONAL SKILLS

- *Detail orientated*
- *Well organized*
- *Friendly*

PERSONAL DETAILS

Sinung Eko Raharjo

Pancakarya 22/295

East Semarang, Semarang

Central Java

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DOB: 10/22/1992

Driving license: Yes

Nationality: Indonesian

PERSONAL SUMMARY

A multi-skilled, reliable & talented translator with a proven ability to translate written documents from English to Indonesian. A quick learner who can absorb new ideas & can communicate clearly & effectively with people from all social & professional backgrounds. Well mannered, articulate & fully aware of diversity & multicultural issues. Flexible in the ability to adapt to challenges when they arise & at the same time remaining aware of professional roles & boundaries. Would like to work as a translator for a successful and ambitious company that offers great opportunities for career development and progression.

WORK EXPERIENCE

Working freelance involved converting documents and articles from one language into another and ensuring that the finished converted articles relay the intended message as clearly as possible.

Duties:

- Researching legal & technical phraseology to ensure the correct translation is used.
- Providing guidance & feedback & creating customer-specific style guides.
- Translation of documents/letters from English to Indonesian.
- Reviewing and proofreading mother-tongue text.
- Supporting the translation team with other projects when necessary.
- Good English speaking and writing skills.
- Retrieving articles from newspapers, magazines & the internet & translating them into Indonesian.

KEY SKILLS AND COMPETENCIES

- Familiar with translation software tools.
- Able to fluently speak English, Indonesian and Javanese.
- Excellent communication and social skill
- Highly skilled in Microsoft Office.
- Able to work to tight deadlines.

- Willing to travel and able to work under pressure.
- Able to prioritise work.

ACADEMIC QUALIFICATIONS

Studying at English **Education Department IKIP PGRI Semarang**
2010-now

REFERENCES – Available on request.