

CURRICULUM VITAE

Personal Details

Name : Claryssa Suci Puspa Dewi
Address : Kompleks Turangga Sari Blok II/No. 12 Condong Catur,
Yogyakarta, Indonesia
Phone Number : +62 856 259 2779
Email id : seventh_melody@yahoo.com
Skype id : fong_claryssa
Marital Status : Married
Sex : Female
Place / Date of Birth : Madiun /2 October 1978
Nationality : Indonesia
Religion : Christian

Language Pairs and CAT Tools

Language pairs : English<>Indonesian (translation, interpreting, and proofreading/editing), English<>Javanese (translation & proofreading/editing)
CAT Tools : Trados 2007, Trados studio 2011, SDLX, Idiom WorldServer Desktop Workbench, Wordfast

Formal Education

Level	Institution	Program	Period
Elementary School	SD Kristen PETRA Madiun		1984-1990
Junior High School	SMPK St. Bonaventura Madiun		1990-1993
Senior High School	SMAN 3 Madiun	A3 / Social	1993-1996
University	Universitas Sanata Dharma Yogyakarta	English Letters	1996-2004

Membership

HPI (Association of Indonesian Translators)

Bahtera Yahoo Groups

ProZ

TranslatorsCafe

Experience

1993-1996	Private English teacher of high school students
2000	Translator, tour guide for an American around Yogyakarta
2001-2002	Translator, part-time English teacher of Lingua International Yogyakarta
2002	Translator, tour guide for Canadians around East Java
2003	Translator, editor, interpreter, private Indonesian instructor for foreigners
At this moment	Freelance translator, editor, interpreter, assistant, and voice over artist.

Working Experiences

I have been working as an Indonesian<>English translator, editor, proofreader, subtitle translator, interpreter, voice-over artist, assistant, brand name reviewer, and transcriber on a freelance basis since the year 2000 with various topics.

Translating :

- Bank Indonesia Yogyakarta (Indonesian Central Bank Branch Office) Annual Report 2006, 2007, 2008
- business contracts for both domestic entrepreneurs and expatriates
- an article about Godod Soetedjo, the painter
- psychology research data and court hearing
- Birth Certificates
- reports for Caritas Switzerland - PUPUK Yogyakarta

- reports and documents of IOM
- Independent Auditor Report for a Certified Public Accountant
- Facebook's application: Face-Plus
- online Christian articles
- report of share appraisal
- Presidential Decree, the Law of the Republic of Indonesia, and Ministerial Decree
- Christian Booklets
- educational certificates and diplomas
- for Satunama, an NGO focusing on women and children trafficking, in cooperation with MISEREOR
- for JJ Consult in cooperation with MISEREOR and other foundations
- for Ayo Indonesia NGO, Flores
- report on Flores' Cashew Nut Value Chain
- Annual Taxation Return
- a company report on OSHA (Operational Safety and Health Act)
- Drilling Rig Specification
- NGO proposals
- newsletters of Yakult
- Slides for Bali Tourism Police
- part of the book of POLRI (The Police of the Republic of Indonesia)
- ASM movie scenario
- hotels websites
- Module of Managerial Training
- court decisions
- Huawei modem manual
- Facebook games
- "2-steps Verification" of Google
- Zombie Lane (a Facebook game).
- Apple Sales Training (AST)
- product specification of iPad & Ipad 2 ("First Look" and "Then and Now") for AST
- the overview of iPad 2 for AST
- certificate of incorporation for private company
- game application from app store: Mob Empire
- Court Stipulation
- training project OneVale - PT INCO
- Mother Care product definitions
- Picnik.com website
- GUI of Mori Seiki Co.,Ltd

- iMac overview for AST
- Online Assessment for an international packaging service company
- the manual of Toshiba AT100 Tablet
- First Look of iWork for AST
- the Website of Seven Bank
- games of FB Telaxo
- WebEx Training Ctr Documentation for AST
- game application from app store: Doodle Grub
- Gospel
- iPad 2 for AST
- Baskin-Robbins consumer survey
- eBay consumer survey
- the manual of Toshiba Data Projector SHX10
- Mac Workshop for AST assessment
- 4Sync.com
- Christian e-book
- Lucky Gem Casino
- reports for Handicap International Federation
- VO sheave script
- the manual of Vivid i & Vivid q from GE Health Care
- the manual of Zune Device & Software
- documents, reports, and article of Yayasan Cappa
- MCA projects
- Nusantara Regas Satu
- Worldwide Marketplace.com
- web content for a beauty clinic in Singapore
- MSG Anti-Corruption of eni
- Stemtech Opportunity Video Modules
- Installation of QTel RFF Huawei
- numerous documents, articles, websites, and reports in which I cannot mention specifically due to the NDAs.

Interpreting for:

- the representative of foreign NGO: ACDI/VOCA
- Indonesian Christian Church Gondomanan, Yogyakarta
- a foreign tourist for pleasure around Yogyakarta
- lecturers group from Germany on Batik Studies in Giriloyo, Yogyakarta

- and personal assisting to a Research Anthropologist from UCLA
- MCPM AIBEP
- VECO Indonesia
- JRF's Steering Committee Meeting
- Interpreting for Tifa Foundation to Legal Aid Institutions and District Court
- Interpreting for various parties which I cannot mention specifically due to the NDAs

Administration Assistant & Editing:

- a psychological research from Germany held in Yogyakarta, Indonesia from February 2009- January 2010

Transcribing and translating:

- interviews for psychology research data
- research data for documentary movies "40 years of silence: an Indonesian Tragedy" and "Outcomes of Long-term Psychosis Illness." Those projects concern mental health research and health research in general, from 2007-2009
- a market research interview for IMS Health regarding generic drugs (GX Project)

Voiceover:

- GPS System
- anti-corruption manual of Weatherford
- Voice-over for Mother & Baby Health Care Program

Proofreading & Editing:

- Baby First TV's Daily Programming Structure
- a shampoo advertisement
- a bank product summary
- IBM's software products leaflet
- the history of writing
- Flashdisk products specification

Translating and editing

- Justrite Manufacturing Company
- the business proposal of KILO'S LAUNDRY

Translating and subtitling psychology documentary movies.

Brand name reviewer.

- Translating numerous documents, articles, websites, and reports in which I cannot mention specifically due to the NDA.
- Interpreting for various parties which I cannot mention specifically due to the NDA.

Hobby

- Reading
- Singing
- Cooking

Informal Education

- 11 April 2009 : Seminar 'Bahtera Goes to Jogja' (Translation Seminar)
- 30 Juli 2011 : One Day Editorial Training
- 22-23 October 2011 : Interpreting Workshop by HPI (Association of Indonesian Translators)
- 21 April 2012 : Seminar 'Mengolah Kata, Menuai Rupiah' by HPI (Association of Indonesian Translators) and Sanata Dharma University, Yogyakarta
- 10 November 2012 : Seminar 'Translating the World to Elevate' by HPI (Association of Indonesian Translators) and Jendral Soedirman University, Purwokerto