

PUTRI YUNI UTAMI

ENGLISH TRANSLATOR

EXPERIENCE

Freelance Translator

2014 - 2017

- working from home, directly with clients
- translating a variety of content including technical documents, legal, scientific, literary, educational and commercial documents.

Private English Tutor

2018 - Present

- Scheduling tutoring appointments with students
- Researching or recommending textbooks, software, equipment, or other learning materials to complement tutoring.
- Preparing and facilitating tutoring for small groups of students.
- Reviewing class material with students by discussing text, working solutions to problems, or reviewing worksheets or other assignments

Fienyx Translation

Chief Editor Translation

2018 - Present

- Discussing translation requirements with clients, and determine any fees to be charged for services provided.
- Proofread, edit, and revise translated materials.
- Referring to reference materials such as dictionaries, lexicons, encyclopedias as needed to ensure translation accuracy.
- Checking original texts or confer with authors to ensure that translations retain the content, meaning, and feeling of the original material.
- Checking translations of technical terms and terminology to ensure that they are accurate and remain consistent throughout translation revisions.



CONTACT

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putri-yuni-utami

EDUCATION

2009-2014

Universitas Ahmad Dahlan

English Education Teaching Training
Cum Laude

2015 - 2019

Universitas Sebelas Maret

Masters of Art in Linguistics
Majoring in Translation

SKILLSET

- Ability to write well and adhere to a given framework
- Ability to adhere to deadlines
- Ability to transfer style, tone and cultural elements accurately from one language to another
- Attention to detail
- IT skills, especially word processing and text editor tools
- Keeping files and any other sensitive material confidential and safe
- Communicate well with clients

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PARTICIPATION IN SEMINARS AND CONFERENCES

- Participant Academic Writing Himpunan Mahasiswa Pascasarjana Universitas Gadjah Mada, 14 September 2019, Yogyakarta
- Participant Workshop of International Journal Writing and Publication, Universitas Kristen Petra, Juni 2018, Surabaya
- Presenter of Prosiding Seminar International Language Maintenance and Shift (LAMAS) 7, 2017 Faculty of Humanities, Diponegoro University, Semarang
- Participant of International Conference on Linguistics and Translation Study: Interlingual and Intercultural Communication Competence for Quality Translation 15-16 November 2016, Surakarta
- Participant of The 4th Graduate Students Conference on English Education, Linguistics and Literature: Contributors and Challenges of English Linguistics: Diverse Perspectives of the Ownership of English, 28 November 2015



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PARTICULAR PROWESS

- Adobe Audition
- Adobe Premiere Pro
- HTML language
- Linux Operation System
- PRAAT
- PowerPoint Presentation
- Traditional Drawing
- Wordpress and Blogspot Designs

ADDITIONAL LANGUAGES

German

Level of Proficiency
Intermediate

Italian

Level of Proficiency
Novice

French

Level of Proficiency
Novice