R E S U M E

**PERSONAL DATA :**

Name : Sri Hartati Citroprawiro

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 Jakarta Selatan

 Tel. +62 021 **749-2580, Mobile 081381976552**

Place/Date of Birth : Madiun, 2 December 1952

Nationality Indonesian

Sex Female

Marital Status Single

# EDUCATION :

Technical High School (Secondary), Chemistry Division,Madiun Indonesia, from 1967 to 1970

General Accounting, Univ. of California Independent Study Program, California ( State Univ.)\*

from 09/07/74 to 10/15/75, Survey of basic accounting principles

Intermediate Accounting, Univ. of California Independent Study Program, California ( State Univ.)\*

from 04/26/76 to 05/25/77,Accumulation of accounting theory and practice beyond first year level

Advanced Accounting, , Univ. of California Independent Study Program, California ( State Univ.)\*

from 05/13/77 to 03/07/78, Application of fundamental theory to special fields of activities

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1. All of the courses were done by correspondence and satisfactorily completed. I received certificates.

Languages : Indonesian, English

Although I don’t speak them fluently I have knowledge in French, Dutch and German languages.

**EMPLOYMENT :**

Even though I have completed so many translation projects, my curriculum vitae as posted in my Proz profile stresses on the IT projects. My expertise is actually IT professional. Being a bilingual software application specialist, I also make money translating documents. For so many years I have translated many documents from English to the Indonesian language and the other way around.

I started working in the translation jobs in 1974. My works include various types of documents from English to Indonesian language and the other way around.

I studied from University of California Extension Independent Study Program, Business Administration, majoring in Accounting. The materials that I studied have contributed a lot in my system designing works and my translation jobs

I have translated engineering and economic reports, contract documents, terms of reference, translating materials for students' thesis, etc. My working experiences include writing and answering business letters, making contacts with local and foreign consultants, preparing materials for meeting (e.g. translating technical papers, etc.), and supervising printing department for editing. Apart from those I did translation of many books and papers concerned with economic and engineering problems, terms of reference, contract and tender documents, helped the engineers prepare engineering proposals in English, and helped people from the financial division to understand the contracts held with foreign consultants especially terms of payment.

Right now I am launching a new software application for general companies, factories and hospitals which I name it Computerized Integrated Transaction Records and Orders, or CITRO. I own a presentation website named www.citrosys.com. The content of this website is written in English and Indonesian languages. Please review this website to know the quality of my work.

I wrote around 1500 pages of users' manuals for my software. I just finished translating 500 pages of Operation Instructions for Cranes. This is a project from PALFINGER. Starting this year I translate subtitles for movies.

Throughout my career I was mostly employed in full time basis and I have been working as a free lance translator until now. My positions during my full employment required a lot of activities related to translating, liaison activities and acting as a bridge between expatriates and local staff.

My experiences consist mostly of managerial position in Information Technology including Systems Analyzing and designing systems of business management, also in the field of administration covering finance, accounting, taxation, personnel and general affairs. . Summary of my employment are provided below:

**January 2011 – Present**

I have devoted my self and my team to complete a software called Computerized Integrated Transaction Records & Orders (CITRO). This software consists of ERP modules and Hospital System. During this time I spend part of my time doing translation works and other things to support my life and rest of the development.

**November 1998 – December 2010.**

I worked as free lance consultant on software applications running on the Wang main-frame and personal computers, assisted by a team. Among the clients are Cinere Hospital, Aero Wisata, PTP 18 Semarang, and BOC Gases Indonesia. I wrote reports and user manuals in English as well as Bahasa Indonesia. During the time I also took the translation jobs.

**August 1996 – November 1998**

I worked with PT Tata Sarana Informasi Mandiri as an IT Consultant. I provided consultancy to the user companies and wrote reports and translated manuals on the software that they purchased from us.

###### **July, 1988 - August 1996**.

I joined PT Delta Djakarta as an IT manager. This is a brewing company that produces several brands of beer and soft drink. Based on my international experiences, besides my activities in the IT I was asked by the BOD members to make a conversion to the staff members to be more internationally minded by encouraging them to use the English language in daily activities. I translated annual reports, managements reports and other company papers, software manuals and others. I worked as free lance translators whenever required.

###### **June 13, 1983 - July 1988**

Joined Dames & Moore International, consulting company with the head office in Los Angeles, California. My position was Administrative Manager, which was responsible for general and financial matters such as accounting, personnel, taxation and other general matters. Besides handling the Jakarta office, I also acted as assistant to the International Controller of corporate level. I worked in Los Angeles on the assignments with him and at the Australia offices (Sydney, Perth and Darwin), and also Singapore, and to coach the accounting personnel. I translated the geo-technical and enviromental reports for the company and also took free lance translation jobs whenever available.

Sept. 1976 - June 1983

I worked with Enex Consortium of New Zealand in Jakarta on a Directorate General of Highways’ project as Systems Analyst reporting to a senior system analyst who was based in Sydney. We did the screening/feasibility projects in highways and bridges. I did the IT analysis and wrote reports for the World Banks. During the time I got many of par-time translation jobs on civil engineering from the foreign consultants as well as local consultants of the Ministry of Public Works.

Sept. 1972 - Sept 1976

Joined the Directorate General of Highways in Bandung office. I was assigned mostly as secretary to the foreign consultants, amongst those was from the World bank. My duties included writing and answering business letters not related to the engineering matters, making contacts with local and foreign consultants, preparing materials for meeting such as translating technical papers, etc. Apart from those I did translation for the local and foreign consultants on part-time basis of many books and papers concerned with economic and engineering problems, terms of reference, contract and tender documents. I did the translations of materials for students' thesis from the universities in Bandung.

**Recent Translatation Projects:**

**GFA, Germany** **Forest Project I: Fore-Climate Project**

 Fore-Climate, Final Report and Annexes (ID<>EN) Sept.1, 2021

 - Report Annexes (EN<>ID 250 pages)

 ForClime FC\_Final Project Report Aug. 4, 2023

 - Programme Completion Report (EN<>ID 94 pages)

 **Forest Project VI Proposal:**

* Mangrove Project, Final Report and Annexes, approximately 1000 pages

 (MS Word, Excel, Power Point) EN<>ID, Nov.22, 2021

 **Forest Project IV, Watershed Mamasa, Sulawesi** : This project spans from 2021-2027. Translation is required depending on project schedules

 Program Implementation Manual Revision EN<>ID March 20, 2022

 - Main Document\_Final\_Revision\_Net\_Inception 147 pages

 Program Implementation Manual ID<>EN March 27, 2022

* Program Implementation Manual Annexes 252 pages

 Program Implementation Manual Revision ID<>EN April 8, 2022

* Main Document\_Final\_Revision 132 pages

 The Free, Prior, Informed Consent (FPIC) Guideline EN<>ID April 28, 2022

* FPIC Guideline EN<>ID 44 pages

 Inception Report (M+E) EN<>ID July 5, 2022

* Inception Reports\_ M&E Final Draft 57 pages

 Environmental and Social Management Framework Revision Sept. 24, 2022

* Inception Phase Reports ESMF\_Approved KfW EN<>ID 242 pages

 Environmental and Social Management Framework Revision Nov. 10, 2022

* ESMF Revision EN<>ID 177 pages

Environmental and Social Management Framework Short Version, Nov.18 2022

* Participatory Engagement in FP IV (FINAL) EN<>ID 10 pages
* ESMF Short Version EN<>ID 18 pages

 Inception Report Volume 1 Dec. 16, 2022

* Inception Phase Reports, English Formatted EN<>ID 161 pages

 Proposed Revision of FPIV 25 October 2022 Dec. 21, 2022

- Review of Options for Modification of the Special Agreement (in PP, EN<>ID 25 slides)

 Proposals for modification of the FP IV Special Agreement Jan. 10, 2023

 - Proposals for Modification of the Special Agreement (in PP, EN<>ID 24 slides)

 Mamuju and Mamasa buildings construction Oct.21, 2023

 - Technical Specifications (ID<>EN, 27 pages)

 - Environmental Impact Screening Form (ID<>EN, 31 pages)

 - Statement of Capability for Environmental Management And Monitoring (ID<>EN, 4 pages)

 **Forest Project V, Social Forestry Reports : This project spans from 2021-2027. Translation is required depending on project schedules.)**

 GFA FP V Consulting Contract Jan. 11, 2023

 - Contract for Consulting Services (EN<>ID 39 pages)

 Forest Patrol March 23, 2023

 - Short Term Mission Report (EN<>ID 46 pages)

 Fast start investment manual FP V May 8, 2023

 - SOP For Fast Investment (ID<>EN, 3 pages)

 - Example of Proposal Cover Letter (ID<>EN, 8 pages)

 Social Forestry Planning Handbook May 8, 2023

 - Social Forestry Planning Handbook (in PP EN<>ID 45 slides)

Terms of Reference (TOR) Baseline establishment of biomass and forest cover in the project area May 15, 2023

 - Terms of Reference (TOR) (EN<>ID 9 pages)

 Participatory Land Use Planning Reports July 21, 2023

 - The ESMF contains CPF, which includes guidance for implementation FPIC  (EN<>ID 72 pages)

 - Technical Guideline SFLUP (EN<>ID 74 pages)

 - Training and Facilitation skills (EN<>ID 73 pages)

- Technical Guideline on Social Forestry Land Use Planning (EN<>ID 33 pages)

  Semi Annual Report Sept. 6, 2023

 - Semi Annual Report No 2 Final (EN<>ID 31 pages)

**Palfinger, Austria** User Manuals for Cranes, approximately 600 pages (MS Word, Adobe)

**Word Edge** Orig\_PKPU - Ratification Kiani Kertas 02 Review (Legal)

**Lingua World Service** **Audio Translation from Indonesian Language to English**

(big volume, still continuing. March 2021-July.2023: 5160 minutes)

 **Documents, Videos, etc.:**

 Dangerous Wedding, novel ID <> EN 3404 words Oct. 13, 2020

 Life after Death, novel ID <> EN 13,093 words Oct. 13, 2020

 Mermaid Islands, novel ID <> EN 12,117 words Nov. 10, 2020

 Proof Reading, EN <> ID 500 words Nov. 28, 2020

 Account opening, ATM, Finance PR EN <> ID Dec. 31, 2020

 Leaflet on Brestfeeding Discrimination, EN <> ID 4147 words, Jan. 11, 2021

 Pamphlets and Video Subtitles Maintenance of Drainage Pipes and Sanitary Fitments of Residential Units, EN <> ID appr. 1000 words March 10, 21

 Overview on youth drug, EN <> ID 1450 words March 24, 2021

 Hongkong Personalized Website, EN <> ID 2100 words March-May 26, 2021

 Video Subtitle EN <> ID 104 words April 15, 2021

 Ammendment 4 - Nusatrip - v.06 EN <> ID 3200 words May 12, 2021

 Leaflet on Breastfeeding Discr. Add-On EN <> ID 2000 words June 2, 1012

 Press Release\_Lion Air EN <> ID 700 words June 21, 2021

 HKO\_English\_batch\_6 EN <> ID 300 words July 8, 2021

 Revision on Checklist of Measures EN <> ID 100 words July 26, 2021

 PA COVID-19 Vaccine Survey for APAs EN <> ID 1200 words August 21, 2021

 Script of Video on Complaint EN <> ID 2000 words Sept. 21, 2021

 Sabre Contract, EN <> ID Nov. 22, 2021:

 - Tiket.com.Product Addendum 6000 words

 - Tiket.com.FA - v.7 221121 TS-with artical9 6000 words

 - Tiket.com.SA - v.4 191021 TS 10000 words

- Archipelago, Press Release 554 words

When to Call 911 or 311 EN <> ID 58 words Dec. 18, 2021

Ammendment To Sabre Agreement, EN <> ID Dec. 21, 2021

* JV+BM\_1b1\_EN.docx/1b2, 610 words
* JV+BM2\_EN.docx, 600 words

PersonalizeWebsite\_English\_List-, EN <> ID 5800 words Jan. 18, 2022

ID\_JV+BM\_1b1\_EN-ID-revised EN <> ID Feb. 10, 2022

Infographic Video Clip, EN <> ID 1450 words Feb. 11, 2022

* How to lodge a complaint with the EOC
* Law amandment script for translation
* Poster Design Final Proposal

Emails, ID <> EN 2200 words March 31, 2022

Roosadi Luciana. Lawyer’s papers, EN <> ID 600 words April 2, 2022

Wind\_translation\_batch2, EN <> ID 580 words April 20, 2022

NDC Terms & Condition EN <> ID 200 words June 28, 2022

Safeguard Children's Mental Health, EN <> ID appr. 40,000 words, started July 5, 2022

NDC Terms & Conditions Ind., add-on EN <> ID 240 words, July 8, 2022

CEDB Checklist of Measures, EN <> ID 425 words July 21, 2022

Post Record ENG, EN <> ID 874 words August 1, 2022

Complaint Handling Procedures, 3500 words August 10, 2022

PA 1917.idml-phrases additional languages 160 words August 23, 2022

Hongkong Papers, EN <> ID 3600 words Sept. 21, 2022

Idml-Indonesian-phrases, EN <> ID 508 words Oct. 29, 2022

Dangerous Parts of Machinery, EN <> ID 168 words Nov. 11, 2022

Emails, ID <> EN, 980 words Nov. 18, 2022

Employees\_Guide\_to\_Work\_Involving\_Repetitive\_Movements, EN <> ID 530 words, Feb. 14, 2023

Employee's Guide, Proof Reading EN <> ID 528 words March 11, 2023

HK Connect 2022-23- Intro\_20230315 Booklet, EN <> ID 6564 words March 17, 2023

Reg Hrg Reschedule Letter – Telephone EN <> ID 380 words May 16, 2023

Bayu Buana-Incentive Agreement EN <> ID 3466 words June 10, 2023

Act73AcknowledgmentFormForTranslation EN <> ID 207 words July 14, 2023

WIENDARTA FNU Notice text EN <> ID 300 words July 26, 2023

ords, Feb. 14, 2023

Employee's Guide, Proof Reading EN <> ID 528 words March 11, 2023

HK Connect 2022-23- Intro\_20230315 Booklet, EN <> ID 6564 words March 17, 2023

Reg Hrg Reschedule Letter – Telephone EN <> ID 380 words May 16, 2023

Bayu Buana-Incentive Agreement EN <> ID 3466 words June 10, 2023

Act73AcknowledgmentFormForTranslation EN <> ID 207 words July 14, 2023

WIENDARTA FNU Notice text EN <> ID 300 words July 26, 2023

**MagnonSancus** YouTube videos, Translation

**Lilt** Robflox: Practicing Kindness Online on World Kindness

 Snap.com - General 2022-11-09

 LEGAL project for Snap

 Creators.Snap.Com\_creators\_211007 ID-ID

**Maxsun** Marketing Article

 Proofreading-Dubbing-Proofreading