

ARISTYA OKTRIZA

Employment History

LINGUIST

Translator and Transcriber (2008 – present)

I specialize in translating between Indonesian and English, as well as English and Indonesian. Additionally, I provide transcription services for audio in both Bahasa Indonesia and English. I have been an active translator on the Smartcat online platform since 2020.

My educational background includes studying Information Technology at the Faculty of Computer Science, University of Indonesia, from 1997 to 2001, and obtaining a Bachelor's Degree in Economics from Labora School of Management in 2018.

My expertise extends to various fields including information technology, computer science (both hardware and software), offline and online gaming, betting, marketing, economics, medical terminology, legal documents and regulations, as well as trending topics. All projects are conducted with thorough research and supported by valid references.

BELOW ARE THE EXAMPLES IN VARIOUS PROJECT CATEGORIES – it may not represent all translation works that I have completed.

Transcription Projects :

- Transcriber for Bahasa Transcription Project – at Said n Scribe (April 2021 – July 2021)
- Transcriber for Singlish (Singapore English) Transcription Project – Online Job at Waw Asia (Oct 2020 – Nov 2020)
- Transcriber Bahasa for Transcription Project – Online Job at China Tencent Holdings Ltd (Sept 2020 – Nov 2020)
- Transcriber for Bahasa Transcription Project – Online Job at Speech Ocean Platform (Sept 2020 – Oct 2020)
- Transcriber for Bahasa Transcription Project – Online Job at Waw Asia (July 2020 – August 2020)
- English and Bahasa Indonesia Transcriber for GoTranscript, Parker Corporation LP (May 25th 2020 – Oct 2021)

Translation Projects on Smartcat (Mar 1st, 2024)

There are **847.300 translated words** in **1277 completed projects** in Smartcat platform with **98% Customer Satisfaction** and **99% on-time Project Delivery**.

My translator profile on Smartcat platform :

<https://www.smartcat.com/marketplace/user/aristya-oktriza>

SCREENSHOT (last updated Mar 1st, 2024)



PROJECT ILLUSTRATIONS DRAWN FROM AN EXTENSIVE RANGE OF TRANSLATION TOPICS

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Recent Translation Projects (randomly selected):

- Minutes of the inspection, REPUBLIC OF LATVIA KURZEME DISTRICT COURT – Linearis Translations – EN to ID – (Feb 2024)
- Principles of Corporate Behavior, Epson Global Code of Conduct – Management Philosophy – Language Solutions – EN to ID (Jan 2024)
- Advanced Automation – To streamline MSP business with a platform – Acronis Marketing Team – EN to ID (Jan 2024)
- English Reading Practice with Oxford Adapted Books – Lithium Lab – EN to ID (Nov – Dec 2023)
- Serial Killers Abstracts – History of Serial Killers around the world – Lithium Lab – EN to ID (Nov 2023)
- Collection of various romantic short stories – Lithium Lab – EN to ID (Nov 2023)
- Learning English with adapted books – Oxford Reading University – Lithium Lab – EN to ID (Nov 2023)
- Birth Certificate – Linearis Translations EN to ID (Nov 2023)
- Learn English with podcast – Lithium Lab – EN to ID (Nov 2023)
- (USV) Product Catalog Interface – G2A – EN to ID (Nov 2023)
- Frostival Tournament and Various Betting Games – Translation Assist – EN to ID (Aug 2022 - Nov 2023)

Questionnaire Related Translation Projects :

- Spielwarenmesse Questionnaire for International Toy Fair Nuremberg, Germany – Kidz Global – EN to ID (Nov 2023)
- Spielwarenmesse Questionnaire on entertainment brands that make children feel happy – Kidz Global – EN to ID (Nov 2023)

Medical Related Translation Projects :

- Medical Translation on Automatic Hematology, Complete Blood Count, Differential Leukocyte Count, Clinical Chemistry, Urinalysis, Hemoglobin Analysis and Peripheral Blood Smear Laboratory Result – LocHere – ID to EN (Nov 2023)
- Medical Translation on Draining Wound – Micro Learn – EN to ID (Nov 2023)
- Cardiac Vascular Sentral Kuala Lumpur Website Translation Localization Project – 17.000 words <https://www.cvskl.com/id/> – Smartcat – Language Solutions – EN to ID (Mar 2023)
- Pharmacovigilance – detection, assessment, understanding and prevention of adverse effects of drug related problems – 16.172 words – Smartcat – Translation Assist – EN to ID (Mar 2023)

Online Betting and Gambling Website Translation Projects :

- 35.000 words in 184 modules GA2.com Online Marketplace Translation and Post Editing (USV) G2A - Horison Translation EN to ID (Oct – Nov 2023)
- Ind, Vie, Thai Betting Games – Online project on Smartcat platform – Online Betting Games translation project on Smartcat platform – Translation Assist – EN to ID (Jan 2023)
- Rise of Titans Scchine – Online project on Smartcat platform – Online Betting Games translation project on Smartcat platform – Translation Assist – EN to ID (Dec 2022)

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Games Translation Projects on Smartcat (EN to ID) :

- Common Game translations – Cards & Betting Games – Translation Assist (Apr 2023 – Nov 2023)
- Game Specific translations – Candy Factory & Dragon Roulette games – Translation Assist & Tongues Translation Services (Mar 2023)
- Game Specific translations – Blackjack games – Translation Assist (Mar 2023)
- Game Specific translations – American Roulette games – Translation Assist (Mar 2023)
- Game Specific translations – Serie Academy, Rabbit's Riches, Dragon Roulette games – Translation Assist (Jan 2023)
- Amor (I) MERECICO DEMO – Tongues Translation Services (Dec 2022)
- Game Specific translations for Super Wild Race, Project Space Games – Translation Assist (Nov 2022)
- Game Specific translations for Chase The Turkey Game – Translation Assist (Oct 2022)
- Game Specific translations for Oriental Flower game and Common – Translation Assist – (Oct 2022)
- Game Specific translations for American Diner, Genie's Rich game – Translation Assist – (Sept 2022)
- Common Game Translations – Online project on Smartcat platform – Translation Assist – (Sept 2022)
- Additional – Game Specific translations for The Retro Game – Online project on Smartcat platform – Translation Assist – (Aug 2022)
- Game Specific translations for The Retro Game2 – Online project on Smartcat platform – Translation Assist – (Aug 2022)
- Game Specific Translation for Retro Games2 – Smartcat platform – Translation Assist – EN to ID (Aug 2022)

IT and Crypto-Currency Related Translation Projects :

- MTPE IT / Computer Science Amazon Web Service Guidelines Translation Project – Project on MemoQ 9.12 – Alliance Pro Group – EN to ID (Aug 2022)
- Web Basics of Sandbox, HTML, CSS, Free Introductory Course – Yandex Practicum – EN to ID (May 2022 – July 2022)
- Installing programs on macOS and Windows, HTML, Slack, and Developer Tools project – Yandex Practicum (Apr 2022 – May 2022)
- Python Programming Language Translation project on Modules in Basic Python 2.9 – Yandex Practicum – EN to ID (Mar – Apr 2022)
- The core concepts of HTML & CSS that every web developer starts with – Yandex Practicum – EN to ID (March 2022 – April 2022)
- Blockchain and Cyptocurrency – Circle Translations (June 2022)
- OKX Website Localization Project – Circle Translations (June 2022)
- OKX P2P Trading – Convert Crypto to Fiat on the OKX App – Circle Translations (June – July 2022)

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Veterinary Translation and Post Editing Projects – University of Sydney – English to Bahasa Indonesia – Smartcat platform (Apr 2023 – Nov 2023) :

- Evaluation of diagnostic tests, and their application in veterinary epidemiological contexts – University of Sydney – EN to ID (Nov 2023)
- Estimate the Impact of a Disease Scenario – (July 2023)
- Impact of Disease Activities – (July 2023)
- Impact of Disease GM Activity Solution – (July 2023)
- Impact of Disease Herd Level Activity Solution – (July 2023)
- Knowledge and skills for designing a biosecurity protocol for field activities for disease investigations – (July 2023)
- Evaluating a Brucellosis Control Program – Economic Analysis Cost, Benefit Analysis – (July 2023)
- Evaluating a Brucellosis Control Program – Economic Analysis – Cost Benefit Analysis – (July 2023)
- Evaluating a Brucellosis Control Program – Economic Analysis Scenario – (June 2023)
- Leadership vs. Management – STOP and REFLECT activity – (June 2023)
- Animal Disease Outbreak in Indonesia – (June 2023)
- Exploring the work of key intergovernmental organizations (FAO, OIE, WHO, WTO) – (June 2023)
- Principles of Cross-sector Human and Animal Health – (June 2023)
- Data Analysis - Conduct a Chi-square Test – (June 2023)
- Aquatic Animal Disease Outbreak in Indonesia – (May 2023)
- Foot-and-Mouth Disease Outbreak in Myanmar – (May 2023)
- Scenario Data Set – (May 2023)
- How to conduct a Square Test using a statulator – (May 2023)
- African Swine Fever in Vietnam – (May 2023)
- EQUIPMENT NEEDED TO ENSURE GOOD BIOSECURITY WHEN ENTERING A FARM – (May 2023)
- Detection accuracy of the survey – (May 2023)
- Risk Communication – (May – June 2023)
- Measures of Epidemiological Association – (June 2023)
- Understanding how international policies and frameworks intersect with national policy systems is critical for comprehending how to access, sustain and contribute to global health security – (June 2023)
- African Swine Fever (ASF) Outbreak in Myanmar, Indonesia, and Vietnam – (May – June 2023)
- Foot-and-Mouth Disease Outbreak in Myanmar, Indonesia, and Vietnam – (May – June 2023)
- How to conduct a square test using a statulator – (May 2023)
- Asia Pacific Consortium of Veterinary Epidemiology – EQUIPMENT NEEDED TO ENSURE GOOD BIOSECURITY WHEN ENTERING A FARM – African swine fever (ASF) – (May 2023)
- Survey for Disease Freedom – (May 2023)
- How Ordinary People Think About Risk and How the Perception of Risk Impacts Risk Communication Styles. – (May 2023)
- Measures of Epidemiological Association – (May 2023)
- Foundations for Understanding The System (National and International Organizations and Their Associated Policies and Regulatory Frameworks) – (May 2023)
- African Swine Fever Outbreak in Vietnam – (May 2023)

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- Foot-and-Mouth Disease Outbreak in Myanmar – (May 2023)
- Survey for Estimating Disease Prevalence – (May 2023)
- Timorese Outbreak Investigations – (May 2023)
- Measures of Epidemiological Association – (May 2023)
- Understanding How International Policies and Frameworks Intersect with National Policy Systems – (Apr 2023)
- Designing a questionnaire is a key skill for a field epidemiologist & Conducting Descriptive Analysis of Surveillance Data – (Apr 2023)

Automotive Category Translation Projects :

- MTPE project on Mercedes Benz AG Workshop Materials –Online project on Smartcat platform – ProLocalize – EN to ID (December 2021 – February 2022)
- Translation of Hyundai Worker Training Materials – Online project on Smartcat platform – Dah-Um Creative – EN to ID (October 2020 – December 2020)
Hyundai Marketing Project - How to handle a customer?

Legal Documents Translation Projects :

- Deed of Incorporation, Validation of Establishment of Limited Liability Company Legal Entity, Taxpayer Identification Number, and Risk Based Business Licensing – Online project on Smartcat platform – Rocketperevod – ID to EN (Feb 2023)
- STATEMENT OF SHAREHOLDERS' RESOLUTIONS PT IND MOBITECH SERVICE – Online project on Smartcat platform– Awatera Marketing – ID to EN (January 2023)
- Letter of Appointment Cape EMS Berhad – Online project on Smartcat platform – Language Solutions – EN to ID (Jan 2023)
- Legal Document Translation project on Grosse First Mortgage Deed Overseas Bank Limited with PT.LIMIN MARINE & OFFSHORE– Online project on Smartcat platform–Language Solutions – ID to EN (April 2022)
- Legal Document Translation for Special Economic Zones, Coordinating Ministry for Economic Affairs – ID to EN (September 2013 – December 2013)

Corporate Team Management Translation Projects :

- Understanding How International Policies and Frameworks Intersect with National Policy Systems – (Apr 2023)
- Designing a questionnaire is a key skill for a field epidemiologist and Conducting Descriptive Analysis of Surveillance Data – (Apr 2023)

Translation on Research Project :

- Research and Translation Project on GenZ in Indonesia, Singapore, Malaysia, Thailand, Philippine, Vietnam, and India.
Client : 101translations.com and storyfull.com
(GenZ = people who were born in late 1990 to early 2010s)
– Research and translation project about the preferences of the GenZ in choosing what media and what topics that they picked when they were reading news and gossip in online social media
– Online Remote Project (Oct 2022)

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Other Category Translation Projects :

- Pilgrimage Translation Project – Future Trans – Go Transparent – EN to ID (September – October 2023)
- Data Management and Retention Policy & Procedure –Smartcat platform – Fauna and Flora International – EN to ID (August 2023)
- Learning English in 10 minutes a day – Smartcat platform – Lithium Lab (Russia) – EN to ID (Jan 2023)
- MTPE project on FEB 22nd Monthly Update Report –Smartcat platform – Fauna and Flora International – EN to ID (Feb 2022)
- Task Order Indonesian Curriculum – Smartcat platform – Global Language System LLC – EN to ID (Jun – Jul 2022)
- TR_04.28 and TR_04.29 proofread project – Smartcat platform – Circle Translation – EN to ID (April – May 2022)
- MTPE project on HelpMe Feed Foundation <https://helpmefeed.org/> – Smartcat platform – Fauna and Flora International – EN to ID (March 2022 – April 2022)
- Small Volume Translation Project – OneForma platform – Transpack – ID to EN (Dec 2021)
- 1 Million Words Huge Volume Translation Project – Online project with many translator on OneForma platform – Transpack – EN to ID (August 2021 – November 2021)
- Translation projects in translating official documents, short stories, and articles for Life Gazette and Good Parents magazine – ID to ENG (January 2014 – March 2015)
- Writing correspondence documents, correspondence emails to the speakers, and writing the event agenda of Special Economic Zones Project (November 27th – 28th 2013)
- Translation of "Gung Ho!" Turn On the People in Any Organization. Novel by Ken Blanchard and Sheldon Bowles - 187 pages Novel. This is a project for PT.Mattel Indonesia, Human Resource Department – EN to ID (January 2011)
- Translation of “Life Junior” English Kids Magazine, a free monthly magazine from a printing company PT.Persada Utama Tirta Lestari – Rawa Belong, West Jakarta – ID to EN (April 2008 – February 2009)

I couldn't provide the list of the whole completed projects due to the massive amount of the projects. These samples are randomly taken from different categories to represent all translation works over various topics.

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NON LINGUIST

Social Media Evaluator (Dec 2018 – July 2020)

Working as a Social Media Evaluator for an Australian company.

Job description :

- Providing feedback on news feeds, advertisements and search results for social media global social media platform.
- Improving the relevancy of the newsfeed for the leading websites and rating the quality and relevancy of the ads.
- Assigning posts to a predefined category of topics.
- Evaluating and selecting appropriate media and communication style for target audiences.
- Answering questions about the intent behind searches on social media platforms and evaluating the realness of events.
- Evaluating claims stated in pieces of content such as images and videos.

Virtual Personal Assistant (Apr 2018 – Aug 2018)

Virtary, Jakarta

Job description :

- Working with the Assistant Manager (AM) to complete the assigned project (Job Description was given when a new project was assigned.)
- The job description may vary depends on what kind of project was assigned based on the client's needs.
- Doing research and data mining based on client's request.

Sample of previous assigned jobs :

- Finding manufacturer who use Styrene Butadiene rubber as its raw material in Indonesia.
- Finding the contact person who is in charge of purchasing the raw material.
- Communicating directly to the client to make sure that the executed project is running well and in a proper way based on the client's user requirement.

Facebook Spammer (Nov 2017 – Apr 2018)

Facebook Spamming Project for MMM. This was a branding project from MMM. (MMM is a Russian multilevel marketing company and it was considered as one of a succeeded multilevel marketing company in 2015 – 2018)

Job description :

- Building the brand image of MMM business (MMM Financial Aid Branding Project) by updating Facebook daily status about MMM advertisement and sending daily spam message to certain groups and certain people. (3 to 4 times a day 10 – 20 target person per day and 500 persons per month.
- Holding up an online education about the MMM business program to all the candidates until all the candidates fully understand about the business concept.
- Executing the recruitment phase for the selected candidates to step up to the next level started by inviting the candidates to deposit money as the initial investment to start business.

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Home Bitcoin Miner (May 2017 – August 2018) – *Side Job*

Building a bitcoin mining site at home with 16.500VA electricity supply with the total hashrate of 81,5 TH/s. Running total of 5 Antminer S9 13,5TH/s and 1 Antminer S9 14TH/s.

Job description :

- Designing and optimizing the network configuration installation to achieve the best hashrate of the Antminers.
- Making sure that all the miners work optimally with the maximum hashrate and the temperature of all miners keep normal (not more than 115°C).
- Monitoring the fan blower for each miner are working normally in order to maintain the Antminer's temperature.
- Updating the current running hashrate and current temperature of each miner.

Upgrading the hashrate as the capital goes up by purchasing new bitcoin miner machines

Personal Assistant (Sept 2011 – Nov 2017)

Ruyung Sarana Pratama (Outsourcing company for PT. POSCO Krakatau Steel and PT.Krakatau Engineering)

Project and Location:

Krakatau Steel Expansion Project, Cilegon – West Java.

Job description :

- Receiving, managing, and preparing all the CVs of candidates for the interview phase with the future employer.
- Building and maintaining the database of candidates in Microsoft Excel and Microsoft Access format.
- Preparing CVs and all required documents for the interview.
- Preparing the candidates for the interview phase by having a man to man interview simulation. The simulation was based on the questions that have been gathered directly from the employers during the previous interviews.
- Making CVs and maintaining all candidates for the interview.
- Writing correspondence letter to the clients (employers) and maintaining a good relationship with the clients.
- Doing administrative things for the company including building the database of the applicants, storing the database in Ms.Excel format, and managing all the MOU and contracts between the company (PT.Ruyung) with the applicants, employees, workers, and also the MOU between PT.Ruyung and the clients.
- Answering all the frequently asked questions(FAQ) and giving an adequate explanation to all candidates and the employer by emails, voice call, and presentation.

Top two clients :

- POSCO Krakatau Steel, Cilegon West Java
- Qatar Oil.

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Sales Consultant (June 2010 – August 2011)

Toshiba Netbook NB250, NB500, and Notebook C600 Sales Campaign at Carrefour Stores Jakarta - (Mall Of Indonesia & Sunter). Toyota Sales Consultant at Toyota Astrido – Kelapa Gading North Jakarta.

Job description :

- Giving product knowledge & troubleshooting.
- Making up sales of Toshiba notebook and netbook products.
- Preparing a daily, weekly, and monthly sales report.
- Succeeded in achieving unit sold out in Carrefour Sunter and Carrefour Mall of Indonesia with the total sales reached out 200 units of NB500 model for each outlet.
- Successfully achieved the sale of three units of Toyota Agya.

Corporate Marketing (September 2004 – May 2010)

PT. Tirta Chandra AI (Raw Mineral Water Supplier)

Project and Location:

Aqua, Raw Water Project – Tambun, East Bekasi, West Java

PT. Tirta Chandra AI (Raw Mineral Water Supplier)

Aqua, Raw Water Project – Tambun, East Bekasi, West Java

Job description :

- Maintaining the existed customer, writing offering letters and sending them to the potential future customers.
- Making a good relationship with the existed and future customers.
- Building up customers' database using Microsoft Access.
- Develop and implement comprehensive marketing strategies to promote the company's mineral water products.
- Conduct market research to identify consumer preferences, trends, and competitors' activities in the mineral water industry.
- Determine how the company's mineral water products should be positioned in the market and create strategies to differentiate them from competitors.
- Manage and enhance the company's brand image and reputation in the mineral water industry.
- Develop and manage the marketing budget, ensuring that campaigns are cost-effective and yield a positive return on investment.
- Implement strategies for customer retention, gather feedback, and address customer concerns and inquiries.

IT Supervisor – (March 2001 – August 2004)

PT. Citra Buana Utama (Consultant and Leasing Company)

Project and Location:

Jakarta, Indonesia

Job description :

- Maintaining Database System in Microsoft Access
- Giving the troubleshooting whether there was a problem in computer and network.
- Giving support to the operator in preparing all the documents needed for leasing matters.
- Visiting and giving control to the all 12 branches in Jakarta and reporting to the head office.

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Database Programmer (1998 – 2000)

PT. Kindara Informatika

Project and Location:

Online warehouse database monitoring by internet for Patco Inc. Epson Printer Assembler in Cibitung - West Java.

Job description :

- Build up a web based online interface to exchange information between the assembling factory in Indonesia and the supplier in Japan.
- Connecting the front end web based application to the real time spare parts supply in the warehouse.
- Building up the front end online application using the ASP (Active Server Pages).
- Building up the database system using SQL.
- Maintaining the website which is used for online information exchanged.

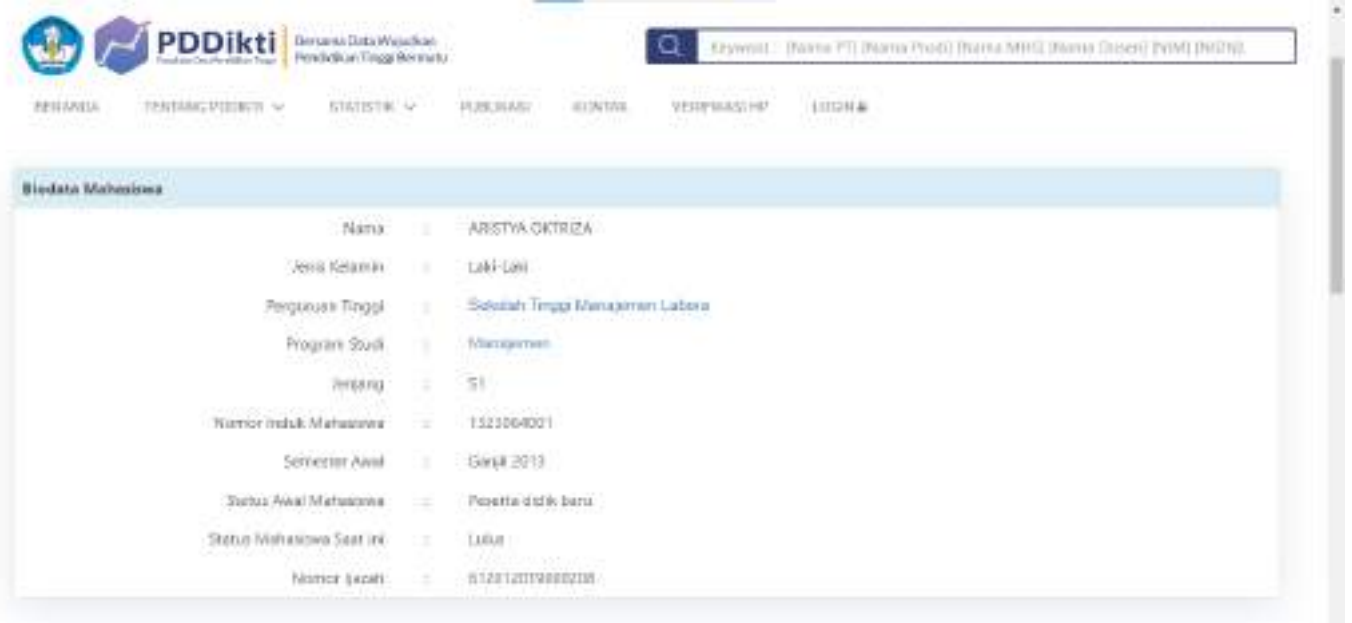
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SCREENSHOTS :

EDUCATION & CREDENTIALS

A. Labora Colledge of Management, Central Jakarta, DKI Jakarta (Bachelor of Economics)
The Ministry of Education and Culture Republic of Indonesia Online Certificate:

https://pddikti.kemdikbud.go.id/data_mahasiswa/MOQ4MjE0RUETMkE5Qi00NENBLTgzMjctREFENTQ3MzFDQTNE



B. Electronic Diploma Verification System (<https://ijazah.kemdikbud.go.id/>)

Fill the captcha / "angka pengaman" to get the result.

Query : Perguruan Tinggi = Labora
No.Ijazah = 612012019000208 (Diploma Number)



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