

Curriculum Vitae

English - Indonesian Translator and Transcriptionist



Dwi Rachmelia S.Si

Bachelor Degree from
Department of Physics,
Universitas Indonesia



Profile

Name : Dwi Rachmelia
Date of Birth : February 25, 1996
Nationality : Indonesian
Degree : Physics (Bach.)
GPA : 2.97/4.00
Marital status : Not married



Skills

- **SmartCAT** – Medium
- **MateCat** – Medium
- **Ms. Office** – Advanced
- **Language** – Indonesian (Native)
English (Advanced - EPT : 603)



Contacts

e-mail : drachmelia96@gmail.com
Skype : drachmelia96
Telegram : @rachme06
WhatsApp : (+62)81315629573



Work Experiences

English-Indonesian Freelance Translator

Procon Localization

03/2021 - 05/2021

Part of Eagle Project, my responsibility include Indonesian to English translation, proofread and final review or QA of the translation.

fields: general, sports, law, social science, literature, marketing, religion

English-Indonesian Book Translator

TraduzioneLibri by Tektime

01/2021 - 02/2021

A few examples of the titles of the books I've worked on are:

- Stress and Trauma in Pandemic Times (Juan Moises de la Serna, Paul Valent)
- How to Get a Husband (Emmanuel Smith)
- At Home (L.S. Morgan)
- What's Islam? (Wael El-Manzalawy)

fields: general, literature, science, health, psychology, social science, religion

Indonesian TV Series Transcriptionist and Subtitler

CCJK

09/2020 - 11/2020

CCJK is an ISO-certified multilingual solution provider. As a native Indonesian, here I have a responsibility to transcribe Indonesian NETFLIX TV Series according to the guidelines of The Great Dictionary of Indonesian Language of the Language Center (KBBI).

fields: movies & TV series, literature

English-Indonesian Freelance Translator

Bee Happy Translation

10/2020 - 12/2020

Translating English-Indonesian product descriptions of renowned fashion retail such as H&M and the like.

fields: fashion, marketing

English-Indonesian Freelance Translator

TranslatedRight

08/2020 - 03/2021

Handling English-Indonesian translation for various legal documents and certifications, as well as managing page layout.

fields: general, legal, technical, marketing

English Audio Transcriptionist and Quality Assessment

Capital Typing Inc.

01/2019 - now



Education

FORMAL EDUCATION

2014 - 2018 (Depok, ID)	Department of Physics, Faculty of Mathematics and Natural Sciences, Universitas Indonesia
2011 - 2014 (Jambi, ID)	Senior High School 1 Batanghari
2018 - 2011 (Jambi, ID)	Junior High School 3 Batanghari
2002 - 2008 (Jambi, ID)	Elementary School 13/I Rengas Condong

INFORMAL EDUCATION

2013 (Bali, ID)	Pioneer of Spatial Planning Batch-2, Department of Public Works
--------------------	--



Publication

Type	: Research Paper
Title	: Time-Temperature Indicator Label using Black Corn Extract and Chitosan Matrix
Published by	: IOPScience
Presented at	: The 8th International Conferences on Theoretical and Applied Physics (ICTAP)

Capital Typing Inc., a company based in South Carolina, USA, has various clients with very broad topic of interests. Some example of them are scientific web seminar, automotive and health insurance company, Police Department interrogation and Court Room Hearing, companies' Board Member discussion, and many more.

fields: general, legal, technical, insurance, automotive, pharmaceutical, business, military, science, social science, law, criminology, religion

English-Indonesian Scientific Papers and Journals Translator

Universitas Indonesia

06/2017 - 06/2018

Translating papers and journals discussed in several professors in Universitas Indonesia with various field of researches in science and technology. Said papers and journals were published in several renowned scientific journal publishers like IEEE, IOPScience and Scopus.

fields: science, biochemistry, physics

Intern

Center for Chemical and Packaging

03/2017 - 04/2017

Mandatory tasks including calibration and testing of measuring instruments according to ISO standards no. 17025:2005. Through this internship I was able to implement the knowledge I have learned, especially physical instrumentation from the Department of Physics, Universitas Indonesia, in the work environment.

fields: science, instrumentation, engineering, IT, chemistry, manufacturing

Lab. Assistant : Measurement Technique

Universitas Indonesia

05/2015 - 05/2016

Measurement Technique practice focus on the use devices to measure physical units. And a Lab. Assistant responsibilities includes: guiding students on how the theory applies and why the theory don't applies in practice, design best practice for students and maintain quality of the equipment.

fields: science, instrumentation, engineering, IT

English-Indonesian Freelance Translator

dr. Olivia Ong's Beauty Clinic

02/2013 - 05/2017

dr. Olivia Ong's Beauty Clinic documents include the product descriptions and treatments offered by the clinic, as well as customers' testimonials.

fields: marketing, beauty clinic, beauty products, fashion, surveying