

# Melia Shani Latifah

## Independent Contractor

Yogyakarta

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+62 896 3622 8205

Enthusiastic Independent Contractor eager to contribute to team success through hard work, attention to detail, and excellent organizational skills. Passionate and trained in translation, transcription, data entry, and data annotation field of work. Engaging and smart to positively contribute to team-based environments while meeting tight deadlines. Organized professional comfortable working independently or as part of a team.

## Personal Details

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**Date Of Birth:** 1996-01-10

**Highest Career Level:** New Grad

**Total years of experience:** 4

## Work Experience

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### Japanese Data Annotator

Pactera Edge - Yogyakarta

March 2022 to November 2022

- Be responsible for annotating and labeling data so it can be recognized by machine learning models and used to make predictions

### Junior Auditor

Volga Partners

December 2021 to September 2022

- Be responsible for improving Search engine results all over the world especially in regional languages and dialects

### Website Annotator

TELUS International

August 2021 to December 2021

- Be responsible for labeling images, videos, and product descriptions in a web-based tool

### Freelance Translator

Time Translation - Yogyakarta

June 2021 to December 2021

- Be responsible for accurate translations from one language into another (Japanese to bahasa Indonesia)
- Proofread, edit, and revise translated texts for grammar, spelling, and punctuation accuracy

### **Transcription Evaluator**

TransPerfect - Yogyakarta  
May 2021 to August 2021

- Be responsible for the data collection and data management following TransPerfect's and/or the client's protocols
- Perform quality checks at various stages of the job to ensure quality and accuracy

### **Verifier**

PT PRIVY IDENTITAS DIGITAL - Yogyakarta  
January 2021 to May 2021

- Be responsible for customer data management
- Inputting customer data from source documents within time limits in databases and verify the document information for accuracy

### **Freelance Translator**

SEAtongue - Yogyakarta  
December 2020 to May 2021

- Be responsible for accurate translations from one language into another (Japanese to bahasa Indonesia)
- Proofread, edit, and revise translated texts for grammar, spelling, and punctuation accuracy

### **Staff Direct Officer Merchant EDC**

PT Maha Sentral Sejati - Yogyakarta  
November 2019 to January 2021

- Be responsible for assisting the provision of EDC machine facilities and QR code to a business sector

### **Freelance Translator**

WORDSPARTNER - Yogyakarta  
April 2015 to August 2019

- Be responsible for accurate translations from one language into another (Japanese to bahasa Indonesia)
- Proofread, edit, and revise translated texts for grammar, spelling, and punctuation accuracy

### **Freelance Translator**

PT STAR Software Indonesia - Yogyakarta  
July 2018 to July 2019

- Be responsible for accurate translations from one language into another (English to bahasa Indonesia)
- Proofread, edit, and revise translated texts for grammar, spelling, and punctuation accuracy

### **Administrative Staff**

Japanese Literature Study Program - Yogyakarta  
May 2018 to September 2018

- Be responsible for administrative and secretarial support for the department

## Education

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### **S1 in Japanese Literature Study Program**

Gadjah Mada University  
2014 to 2020

## **Liberal Arts and Sciences / Liberal Studies**

Tohoku University

2018 to 2019

### Skills

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- Microsoft Office (10+ years)
- CAT Tools (2 years)
- Translation (5 years)
- Transcription (Less than 1 year)
- Data Annotation (1 year)
- Data Entry (1 year)

### Languages

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- Indonesian - Expert
- Javanese - Expert
- English - Intermediate
- Japanese - Intermediate

### Links

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<https://www.linkedin.com/in/shanino/>

### Certifications and Licenses

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#### **Japanese Language Proficiency Test N2**

Present