

PUTHI ADE JASMINE

EXPERIENCED TRANSLATOR

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Portfolio: <http://bit.ly/PortfoliobyJasmine>

SUMMARY

Dynamic and results-oriented translator with 5+ years of experience in translating academic papers, documents, etc. Proven proficiency in translating and interpreting documents from Indonesia to English and vice versa using a translation application such as WordFast Pro. Seeking challenging opportunities to leverage linguistic skills and to contribute language expertise in a dynamic professional environment.

PROFESSIONAL EXPERIENCES

@JASA_TRANSLATE_

Sidoarjo, East Java

Translator/Owner

July 2020-Present

- Established and operating a successful translation service, specializing in English-Indonesia translation
- Successfully translated more than 1000+ documents, articles, journals, etc. from Indonesia to English, and vice versa, ensuring accuracy and cultural appropriateness
- Managing client communications, project timelines, and quality assurance.

SMK ANTARTIKA 2 SIDOARJO

Sidoarjo, East Java

English Teacher

Sept 2020-Nov 2020

- Facilitated engaging lessons for English, incorporating diverse teaching methods
- Maintained a positive and inclusive learning environment for students
- Utilized various teaching methodologies to accommodate different learning styles

LBB SMART PRIMA QUALITA

Sidoarjo, East Java

English Tutor

Jun 2019-Jun 2020

- Taught 7 classes a week with more than 20 students per class
- Provided effective English tutoring, fostering language proficiency and comprehension
- Tailored lessons to meet individual student needs and learning styles

MAINKATA TRANSLATION

Sidoarjo, East Java

Translator

Dec 2018-Dec 2019

- Contributed to the translation team for translating documents, ensuring accuracy and clarity
- Collaborated with team members to deliver high-quality translations
- Managed multiple projects with a focus on meeting client expectations

EDUCATION

UIN Sunan Ampel Surabaya

Surabaya, East Java

Bachelor of Literature, Major in English Department; Minor in English Linguistics

2016-2020

GPA: 3.31

SKILLS & PROFICIENCIES

- Translation: Using Wordfast Pro application as a medium for translating
- Teaching: Proven ability to tailor lessons to individual needs
- Communication: Excellent verbal and written communication skills
- Leadership: Proven leadership abilities in organizing and leading events

ORGANIZATIONAL EXPERIENCES

INTERNATIONAL SEMINAR

Sept 2020

Moderator

- Facilitated discussions and ensured smooth proceedings as a seminar moderator
- Exhibited strong interpersonal skills and the ability to engage with both speakers and participants

ENGLISH DEPARTMENT STUDENT ASSOCIATION

Nov 2016-Nov 2018

Media Creative Development

- Played a key role in creative development within the English Department Association
- Contributed to media-related initiatives, fostering awareness and engagement

DIES NATALIS OF ENGLISH DEPARTMENT

Nov 2017

Leader

- Led a team in organizing the annual Dies Natalis event, coordinating logistics, and ensuring a successful celebration
- Managed the planning and execution of the annual Dies Natalis event, overseeing a team of organizers
- Demonstrated effective communication and organizational skills in managing team tasks and deadlines

LPM QIMAH FAKULTAS ADAB DAN HUMANIORA

Nov 2016-Nov 2017

Member

- Actively contributed as a member of the student publication team, participating in content creation and publication processes