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# RIA ERLINA SARI

TUTOR, TRANSLATOR, VIRTUAL ASSISTANT

## OBJECTIVE

A teacher (most experienced in teaching English and Arabic) who is patient, precise, fast learner, creative, hard worker, and also good in time management. Freelance Transcriber who is seeking for the next level of another career.

## SKILLS

Knitting, crocheting, calligraphy  
Microsoft Office  
Writing  
Teamwork  
Good communication  
Arabic and English  
Teaching  
Education  
Online Tutoring  
Virtual Assistant  
Language

## EXPERIENCE

**ENGLISH TEACHER • PONDOK MODERN DARUSSALAM GONTOR PUTRI • JANUARY 2015 – JANUARY 2016**

Teaching the first grade of Senior High School especially reading for English subject.

**MATH TEACHER • PONDOK MODERN DARUSSALAM GONTOR PUTRI • JANUARY 2015 – JANUARY 2016**

Teaching the first grade of Senior High School students

**SHADOW TEACHER • SDIT IHSANUL FIKRI • MAY 2006 – MAY 2007**

Being responsible and guiding the cerebral palsy student in a formal school

**ENGLISH TUTOR • BE SMART • JUNE 2008 – JAN 2010**

Tutoring the junior and high school students. Tutoring the employees of shipping company

**PRIVATE TUTOR • SELF EMPLOYED • JUNE 2008 – JUNE 2011**

Tutoring the student of vocational high school

**HOMEROOM TEACHER • SD ISLAM IBNU UMAR • JUNE 2019 – JUNE 2021**

Guiding, teaching, supervising, monitoring, and taking care of the third grade of elementary school.

**TOEFL PRIVATE TUTOR • SELF EMPLOYED • AUGUST 2021 - NOW**

Helping for TOEFL preparations and teaching the steps for a graduate high school student

**HOMESCHOOL TUTOR • SELF EMPLOYED • JUNE 2021 - NOW**

Making the annual, quartal, and weekly schedule and goals. Teaching subjects (English language, Math, nature science, social science, Arabic language, religion). Being responsible of students' project (public speaking, writing books, DIY art, etc)



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**ARABIC TEACHER • SELF EMPLOYED • JUNE 2022 - NOW**

Teaching Arabic Language, especially conversation, both children and adult

**TRANSCRIBER AND SUBTITLE TRANSLATOR • THE RUFIDZ INDONESIA FOUNDATION • JULY 2020 - NOW**

Transcribing and translating video's script from Bahasa to English language for the YouTube videos

**FREELANCE TRANSLATOR • ELITE ASIA • MARCH 2023 – NOW**

**INDONESIAN TUTOR • SELF EMPLOYED • JANUARY 2023 - NOW**

Teaching Indonesian language to foreigner

## **EDUCATION**

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**BACHELOR OF EDUCATION • 2007 - 2011 • TIDAR UNIVERSITY MAGELANG**

GPA 3.18 – English Language

**SENIOR HIGH SCHOOL • 2000 - 2004 • PONDOK MODERN DARUSSALAM GONTOR PUTRI**

## **VOLUNTEER EXPERIENCE OR LEADERSHIP**

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Art Team of Pondok Modern Daarussalam Gontor Putri 3  
2003- 2006



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**RIA ERLINA SARI**

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Photographer of Syawal Committee – Pondok  
Modern Daarussalam Gontor Putri 3 2003  
Secretary of Ramadhan Committee – Pondok Modern  
Daarussalam Gontor Putri 3 2003  
Participant Leader of Spelling Bee Competition @EF English  
First Nusantara Magelang 2007  
Jury of English Debate in SMK Negeri 1 Magelang 2010  
Tidar University's Discussion Representative for Ganesha  
University - 2010  
Transcriber and translator of The Rufidz Indonesia Foundation

## **AWARD**

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The third winner of English Public Speaking Competition



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