

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

BACHELOR OF EDUCATION • 2007 - 2011 • TIDAR UNIVERSITY MAGELANGGPA 3.18 – English Language

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

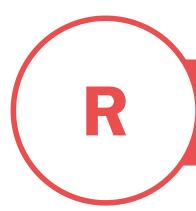
VOLUNTEER EXPERIENCE OR LEADERSHIP

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

The third winner of English Public Speaking Competition



