
RIZKIA NUR MUHARAMI | TRANSLATOR

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PROFESSIONAL SUMMARY

Results-driven and detail-oriented freelance writer, proofreader, and translator specialised in English and Indonesian languages.

CORE COMPETENCIES

- ✓ Translation accuracy
- ✓ Proofreading skill
- ✓ Reading and writing comprehension
- ✓ Excellent verbal, non-verbal, and written communication
- ✓ Native or bilingual proficiency
- ✓ Document review
- ✓ Time management and multitasking
- ✓ Microsoft Office and CAT tools

PROFESSIONAL EXPERIENCE

Tax Office West Sidoarjo

Head of office Personal Assistant | May 2021 - May 2022

- Provided interpretation and transcription services as needed by the Head of Office.
- Reviewed and proofread native text items.
- Performed various translation and interpretation duties from English to Indonesian and vice versa, including written texts, localisation, internationalisation, and audio files.

Elite Asia Group

Freelance Translator | July 2022 - Present

- Translating legal documents and articles from English to Indonesian.

Mission Translate

Freelance Translator | August 2022 - Present

- Translating legal documents and articles from English to Indonesian.

FiAri Homemade Cookery and Cake House

Recipe Tester and Baker | April 2018 - Present

- Helping in the development of recipes.
- Testing the recipes.
- In charge of baking soft cookies and brownies.

Baker's Corner Bali & Forbis Hotel Cilegon

Assistant Baker | 2017

- Stationed at French pastries division.
- Responsible for the breakfast corner and live cooking.
- Assisting in the making of sweets and desserts.

EDUCATION

2018 - 2022 | Indonesia Open University

Bachelor of Arts - English Literature for Translator
