**SYLVIA RINI HANDAYANI**

Jakarta-based English-Indonesian & Indonesian-English Translator-Interpreter-Proofreader with 20 years of active experience

TOEFL score: 613 (year 2020)

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**EXECUTIVE SUMMARY**

A very high quality and experienced translator and interpreter for English and Bahasa Indonesia with solid grammar understanding for both languages, strong academic background and professional I.T experience in various industries. Latest valid institutional TOEFL score in 2020 was 613. TOEFL score is updated every 2 years. All work results are satisfactory, guaranteed, authentic (not using machine/ google translate and such) – with post work support like language consultation/changes to content/nuances. Also provides full language consultation for grammar, diction, words choice and entire context – for a variety of documents including papers, journals, thesis, dissertations, scholarship applications, and many more. Also experienced in live interpreting and English teaching in classrooms. Fast, reliable, and helpful.

EDUCATION

* **Master’s degree in Sharia Economics** in Tazkia Islamic Institute, Bogor, West Java, Indonesia – class 2021 (currently attending)
* **Bachelor of Science in Information Technology** – Concentration on Software Engineering

Trisakti University, Jakarta – Indonesia, class 2006.

* Project Management Professional Certification Training by PROSYS consulting, October 2015 (certificated)
* English Teacher Training from LIA English Education Institute – Jakarta, Indonesia – year 2010.

**PROFESSIONAL EXPERIENCE**

1. **Freelance Translator/Interpreter and Language Consultant 2008 – now**

Taking freelance projects at various translation companies and individuals, working on various documents, such as below.

Remote working condition, translation results are sent via e-mail.

1. Plain translation and advisory for scholarship application.
2. Content translation and summarization for automotive companies.
3. Abstract and content advisory for campus projects – thesis and dissertation.
4. Consultation and question-answer as post-project warranty with the clients. Grammatical and language knowledge explanation.
5. Paper/journal full translation.

And many more.

1. **I.T Senior Project Manager & Business Analyst in multi-national companies 2008 – now**

Acting as client project manager and technology analyst in various industries including banking, logistics, airline and I.T, leading the company’s interaction with clients and all stakeholders at project and managerial level; partaking daily English communication written and verbal with teammates and colleagues from all over the world, whose mother-tongue is non-Indonesian.

Occasional overseas assignments from the office.

1. **Electronic Banking Implementation Specialist at ABN AMRO BANK NV,** Jakarta **–** INDONESIA **2005-2006**

 **Knowledge domain:** banking, financial services, number of employees is around 2millions++ world-wide.

* Implemented and maintained electronic banking payment systems in multi-national companies as clients of the bank.
* Mitigated and solved various maintenance and system services issues with the system users.
* Maintained good client’s relationship and communication, mostly conducted in English.

**(3) CV SINAR BARU (Translation Agency) 2002 - 2006**

#### FREELANCE TRANSLATOR FOR ENGLISH TO INDONESIAN LANGUAGE and vice versa (part time during college)

* Acting as a reliable freelance translator; translating, interpreting various documents from English to Indonesian language and vice versa, and sometimes summarizing long documents in the opposite language of its original texts.

**AWARDS**

1. Chosen by Google Head quarter in USA to participate in the annual Google Map © Local Guides world conference in Google office in Mountain View, San Francisco. USA - October 2018
2. First Prize Winner of Cost Cutting Competition in Aero Systems Indonesia, PT. (Garuda Indonesia Group). June 2012
3. Winner of International English Essay Contest by Cathay Pacific Airlines. July 1997
* As one of four Indonesian winners in the Cathay Pacific-Africa’s Lapalala Wilderness Experience English Contest; I was honoured as an Indonesian delegate to join a one-week wilderness experience in Johannesburg and Palala Nature Reserve in South Africa with youth delegates from 10 countries.

**LIST OF TRAININGS & CERTIFICATIONS**

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| **No** | **Year** | **Name of Certificate/Award** | **Issuing Institution** | **Date Issued** |
| 1 | 2020 | TOEFL score (latest) 613 | International Education Service | February 2020 |
| 2 | 2015 | Project Management Professional Certification Training | PROSYS (classroom) – certificated  | 29 Oct 2015 |
| 3 | 2015 | IELTS (International English Language Test Score) – score: 7.5 out of 9.0  | British Council | 29nJanuary 2015 |
| 4 | 2014 | Project Management Institute (PMI) Pre-Certification Course & Training  | Simplilearn (online) | Sept 14 |
| 5 | 2012 | Business I.T. Architecture Fundamental – certified. | ATD Solution | Dec 2012 |
| 6 | 2010 | English Proficiency Test Training for English Teacher for students and adults | Indonesian American English Institute – Jakarta (LBPP LIA) | 3-Mar-101-Jun-10 |
| 7 | 2009 | Internal Audit ISO 9001/2008 | VISI Consultants | 16-Jul-09 |
| 8 | 2008 | International Logistics Course | PT GAC Samudera Logistics | 3-Aug-08 |
| 9 | 1997 | General English - Advanced Level Certificate | LB LIA Language Centre | 30-Dec-97 |
| 10 | 1997 | LAPALALA - Cathay Pacific International English Contest. | Cathay Pacific Airlines | 1-Jul-97 |

**SKILLS AND QUALIFICATIONS**

***LANGUAGE SKILLS***

* Certified teacher of English as a second language from LB LIA, year 2010.
* Advanced English; as a Freelance Translator (20 years), Interpreter (5 years), Teacher (2 years) – Fluent in verbal and writing.
* ITP TOEFL Score: 613 out of 700 (test date: 22 February 2020).
* Bahasa Indonesia (Indonesian language as native language)
* French, Mandarin, Arabic (basics).

***TEACHING/TRAINER SKILLS***

* English teacher to junior high school, senior high and university students - for intermediate and advanced levels. (2011-2012)
* I.T. system introduction training and user training. (2010-2012)
* I.T. system handover training. (2010-2012)
* I.T. system training on warehousing and logistics. (2010-2012)
* Music teacher to junior high school students, intermediate levels. (2010)
* Laboratory assistant and trainer in college to university students, basic levels. (2000-2003)

***SKILLS***

1. Project management under PMP, semi-agila project management, Software/System Development Life Cycle (SDLC), Agile methods.
2. Leadership, coordination, coaching, training, public speaking.
3. Banking systems, Core Banking, Enterprise Fraud Management, Anti Money Laundering and Anti-Fraud Tracking System implementation in a bank.
4. Experience and knowledge in Enterprise Resource Planning (ERP) implementation and SAP.
5. Certified logistics consultant from GAC (Gulf Agency Company) World online course, year 2008.
6. Unified Modelling Language (UML) in object-oriented system analysis, under IBM Rational Rose ***™*** and Enterprise Architecture Framework.
7. I.T Documentation expertise:
8. Business analysis and requirements documentation.
9. Testing documentation.
10. User manual and user training documentation.
11. Handover documentation (such as helpdesk guide, system monitoring and maintenance guide, system troubleshooting guide).
12. Microsoft Project, Visio, Excel, Word, and PowerPoint.