Resume of

Muhammad Rizal

Certified English into Indonesian Legal Translator and Subtitler

*English into Indonesian certified legal translator by the Association of Indonesian Translators (HPI)*

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Websites: <http://sihapei.hpi.or.id/find/term/Muhammad%20Rizal> https://[www.upwork.com/users/~011aa8eba5871f30bf](http://www.upwork.com/users/~011aa8eba5871f30bf) <http://www.proz.com/translator/1740905> <http://www.translatorscafe.com/cafe/member203978.htm>

# BASIC INFORMATION AND COMPETENCIES:

* Native Indonesian of Sundanese ethnic group
* Bachelor Degree in English Literature specializing in Translation & Interpreting
* Familiar with CAT (Computer Aided Translation) software
* Able to speak and write English fluently, and Indonesian & Sundanese natively
* Experienced freelance translator & interpreter since 2003
* Experienced in subtitling since 2016

# LANGUAGE PAIRS FOR TRANSLATION, INTERPRETING, AND SUBTITLING

* English to Indonesian
* Indonesian to English
* English to Sundanese
* Sundanese to English

# FORMAL EDUCATION

2000 – 2005 : Bachelor Degree from Indonesia Education University majoring in English Literature

2000 – 2004 : Bachelor Degree from Bandung Law School majoring in Business Law 2005 – 2008 : Post Graduate Degree from Padjadjaran University majoring in Notary

Law

# PROFESSIONAL EXPERIENCE

2010 – 2021 Legal Assistant Manager in PT Suzuki Indomobil Motor 2008 – 2010 Legal Staff in PT Humpuss in Jakarta

2005 – 2010 Part-time lecturer in Bina Sarana Informatika Academy

2014 Certified by Association of Indonesian Translators for English into Indonesian Legal Translation

# FREELANCER SINCE 2003 FOR:

Translating, Proofreading/Editing, Terminology, Website & Software Localization

# TRANSLATION OUTPUT

The average translation outputs are set as follows:

1. English to Indonesian and English to Sundanese:

1500 source words (+/- 5 pages of 300 source words per page) per day

1. Indonesian to English and Sundanese to English:

1000 source words (+/- 3 pages of 300 source words per page) per day

# SPECIALIZATION FIELDS

Law (General, Contracts)

Experienced in using Aegisub (subtitling software) since 2016

# ALSO CAPABLE FOR TRANSLATING

IT

Computer

Software & Website Localization Telecommunication

Journalism

Human Resource & Management Electronics

Technical Printer Game Tourism

Editing/Post Editing Machine Translation

# Memberships

[www.hpi.or.id](http://www.hpi.or.id/) [www.proz.com](http://www.proz.com/) [www.upwork.com](http://www.upwork.com/) [www.translatorscafe.com](http://www.translatorscafe.com/)