

ARISTYA OKTRIZA

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Employment History

LINGUIST

Writer, Translator, and Transcriber (2008 – present)

I specialize in translating between Indonesian and English, as well as English and Indonesian. Additionally, I provide writing and transcription services for projects in both Bahasa Indonesia and English. My first translation project was English Kids Magazine 'Life Junior' back in April 2008 and I started my writing jobs on April 2009.

My educational background includes studying Information Technology at the Faculty of Computer Science, University of Indonesia, from 1997 to 2001, and obtaining a Bachelor's Degree in Economics from Labora School of Management in 2018.

Diploma: https://pddikti.kemdikbud.go.id/data_mahasiswa/MOQ4MjE0RUETMkE5Qj00NENBLTgzMjctREFENTQ3MzFDQTNE

My expertise extends to various fields including legal – law materials, information technology, computer science (both hardware and software), offline and online gaming, betting, marketing, economics, medical terminology, legal documents and regulations, as well as trending topics. All projects are conducted with thorough research and supported by valid references.

Translator's Profile on Smartcat (May 4th, 2024)

<https://ea.smartcat.com/marketplace/user/aristya-oktriza>

I have translated 860.300 words across 1312 completed projects on Smartcat

Aristya Oktriza

★ 9.8 out of 10
based on 12 reviews

Customer satisfaction: 98%
On-time delivery: 99%

1312 projects 860.3K words

Translation services

English —

- English (USA)
- English (United Kingdom)
- English (Australia)
- English (Canada)
- English (New Zealand)
- English (Ireland)
- English (South Africa)
- English (Philippines)
- English (India)
- English (Singapore)

Indonesian **Native language**

Services

- Translation
USD 0.02 per word

Daily productivity
3500

Translation services

Indonesian **Native language** — English

- English (USA)

Services

- Translation
USD 0.023 per word
- Editing
USD 0.015 per word
- Proofreading
USD 0.015 per word

Daily productivity
2000
Words per day

Daily productivity
7000
Words per day

Daily productivity

Related services

English —

- English (USA)
- English (Australia)
- English (Canada)

Indonesian **Native language**

Services

- Transcription
from USD 1.00 per minute

**SOME TRANSLATION CATEGORIES DRAWN FROM THE TOTAL 1312 ENGLISH TO
INDONESIAN AND INDONESIAN TO ENGLISH COMPLETED TRANSLATION PROJECTS:**

- Legal-Law Documents
- Online Betting, Gambling, Games
- Medical Related Documents
- IT and Crypto-Currency Related Translation Projects
- Minutes of the inspection
- Gas Turbin Engineering
- Principles of Corporate Behavior, Code of Conduct – Management Philosophy
- Advanced Automation – To streamline MSP business with a English Reading Practice with Oxford Adapted
- Serial Killers Abstracts – History of Serial Killers around the Collection of various romantic short stories
- Learning English with adapted books – Oxford Reading
- Birth Certificate
- (USV) Product Catalog Interface
- Frostival Tournament and Various Betting Games
- Legal Documents Translation Projects
- Deed of Incorporation, Validation of Establishment of Limited Liability Company Legal Entity, Taxpayer Identification Number, and Risk Based Business Licensing
- STATEMENT OF SHAREHOLDERS' RESOLUTIONS
- Letter of Appointment
- 35.000 words in 184 modules GA2.com Online Marketplace Translation and Post Editing
- Roulette Games
- Blackjack games
- Questionnaire Related Translation
- Medical Translation Project on Dietitians of CVSKL – Easy Guide to Portion Sizes
- Pacemaker Insertion – The Benefits of A Leadless Pacemaker
- Patient and Family (CVSKL) – Right and Medical Translation on Automatic Hematology, Complete Blood Count, Differential Leukocyte Count, Clinical Chemistry, Urinalysis, Hemoglobin Analysis and Peripheral Blood Smear Laboratory
- Medical Translation on Draining Wound
- Cardiac Vascular Sentral Kuala Lumpur (CVSKL) Website Translation Localization Project – 17.000 words <https://www.cvskl.com/id/>
- Medical Translation on Pharmacovigilance – detection, assessment, understanding and prevention of adverse effects of drug related problems – 16.172 words
- MTPE IT / Computer Science Amazon Web Service Guidelines Translation Project
- Web Basics of Sandbox, HTML, CSS, Free Introductory Course
- Installing programs on macOS and Windows, HTML, Slack, and Developer Tools project
- Python Programming Language Translation project on Modules in Basic Python 2.9
- The core concepts of HTML & CSS that every web developer starts with
- Blockchain and Cypocurrency
- OKX Website Localization Project
- OKX P2P Trading – Convert Crypto to Fiat on the OKX App Evaluation of diagnostic tests, and their application in veterinary epidemiological contexts
- Estimate the Impact of a Disease Scenario
- Impact of Disease Activities

NON LINGUIST + WRITER

Social Media Evaluator (Sept 2019 – July 2020)

Working as a Social Media Evaluator for an Australian company.

Job description :

- Providing feedback on news feeds, advertisements and search results for social media global social media platform.
- Improving the relevancy of the newsfeed for the leading websites and rating the quality and relevancy of the ads.
- Assigning posts to a predefined category of topics.
- Evaluating and selecting appropriate media and communication style for target audiences.
- Answering questions about the intent behind searches on social media platforms and evaluating the realness of events.
- Evaluating claims stated in pieces of content such as images and videos.

Freelance Writer and Participant of TwoWritingTeachers.org Academy. (March 2018 – June 2019)

Job description :

- Generate original content, including articles, blog posts, website copy, social media content, and more, tailored to the specific requirements and preferences of clients.
- Conduct thorough research on topics assigned by clients to ensure accuracy, credibility, and relevance of content. Utilize reputable sources and data to support key points and arguments.
- Writing and Editing: Write clear, concise, and compelling copy that adheres to client guidelines, brand voice, and style preferences. Edit and proofread content to ensure grammar, punctuation, and spelling accuracy.
- Client Communication Practice: Learn to maintain an open and effective communication with clients to understand their needs, clarify project requirements, and address any concerns or feedback in a timely manner.

Virtual Personal Assistant (Apr 2018 – Aug 2019)

Virtary, Jakarta

Job description :

- Working with the Assistant Manager (AM) to complete the assigned project (Job Description was given when a new project was assigned.)
- The job description may vary depends on what kind of project was assigned based on the client's needs.
- Doing research and data mining based on client's request.

Sample of previous assigned jobs :

- Finding manufacturer who use Styrene Butadiene rubber as its raw material in Indonesia.
- Finding the contact person who is in charge of purchasing the raw material.
- Communicating directly to the client to make sure that the executed project is running well and in a proper way based on the client's user requirement.

- **Facebook Spammer** (Nov 2017 – Apr 2018) – *Side Job*

Facebook Spamming Project for MMM. This was a branding project from MMM. (MMM is a Russian multilevel marketing company and it was considered as one of a succeeded multilevel marketing company in 2015 –2018)

Job description :

- Building the brand image of MMM business (MMM Financial Aid Branding Project) by updating Facebook daily status about MMM advertisement and sending daily spam message to certain groups and certain people. (3 to 4 times a day 10 – 20 target person per day and 500 persons per month.
- Holding up an online education about the MMM business program to all the candidates until all the candidates fully understand about the business concept.
- Executing the recruitment phase for the selected candidates to step up to the next level started by inviting the candidates to deposit money as the initial investment to start business.

Home Bitcoin Miner (May 2017 – August 2018) – *Side Job*

Building a bitcoin mining site at home with 16.500VA electricity supply with the total hashrate of 81,5 TH/s. Running total of 5 Antminer S9 13,5TH/s and 1 Antminer S9 14TH/s.

Job description :

- Designing and optimizing the network configuration installation to achieve the best hashrate of the Antminers.
- Making sure that all the miners work optimally with the maximum hashrate and the temperature of all miners keep normal (not more than 115°C).
- Monitoring the fan blower for each miner are working normally in order to maintain the Antminer's temperature.
- Updating the current running hashrate and current temperature of each miner.
- Upgrading the hashrate as the capital goes up by purchasing new bitcoin miner machines

Personal Assistant (Sept 2011 – Nov 2017)

Ruyung Sarana Pratama (Outsourcing company for PT. POSCO Krakatau Steel and PT.Krakatau Engineering)

Project and Location:

Krakatau Steel Expansion Project, Cilegon – West Java.

Job description :

- Receiving, managing, and preparing all the CVs of candidates for the interview phase with the future employer.
- Building and maintaining the database of candidates in Microsoft Excel and Microsoft Access format.
- Preparing CVs and all required documents for the interview.
- Preparing the candidates for the interview phase by having a man to man interview simulation. The simulation was based on the questions that have been gathered directly from the employers during the previous interviews.
- Making CVs and maintaining all candidates for the interview.
- Writing correspondence letter to the clients (employers) and maintaining a good relationship with the clients.
- Doing administrative things for the company including building the database of the applicants, storing the database in Ms.Excel format, and managing all the MOU and contracts between the company (PT.Ruyung) with the applicants, employees, workers, and also the MOU between PT.Ruyung and the clients.
- Answering all the frequently asked questions(FAQ) and giving an adequate explanation to all candidates and the employer by emails, voice call, and presentation.

Top two clients :

- POSCO Krakatau Steel, Cilegon West Java
- Qatar Oil.

Junior Writer (July 2009 – August 2011)

PT Persada Tirta Utama Printing and Publishing – The Publisher of Life Gazette and goodParents-free Parenting Magazine.

Job description :

- **Content Creation:** Responsible for creating engaging and high-quality content for various platforms, including websites, blogs, social media, and promotional items. (It included conducting research, writing, editing, and proofreading content to make sure the accuracy, clarity, and consistency with the client's requests.)
- **Collaboration:** Work closely with senior writers, editors, and other team members to brainstorm ideas, develop content strategies, and execute projects that align with the current client's goals and objectives.
- **Adjustment:** Adapt the writing style and tone to suit the targeted audiences, platforms, and communication channels. Whether it was crafting technical documents, product descriptions, promotional materials, or internal communications, demonstrate versatility and flexibility in my writing to effectively convey key messages and information.
- **Research and Correction:** Conduct thorough research on industry trends, market insights, competitor strategies, and relevant topics to inform your writing and ensure the accuracy and relevance of content. Analyze data, feedback, and performance metrics to identify mistakes for improvement and optimize content strategies for better engagement and results.
- **Keep Updated:** Stay updated on best practices, emerging trends, and advancements in writing, content marketing, SEO, and related fields. Proactively seek feedback from peers and supervisors, participate in training programs, workshops, and professional development opportunities to enhance your skills and contribute to the company's success.
- **Handle the editorial stuff for the magazine** such as interview, collecting data from any kind of online and offline sources (book, internet, etc) and writing articles for goodParents/Life Gazette magazine.
- **Write the copy (script) of promotional item for the seminar or other Company's promotional stuff.**

Corporate Marketing (September 2004 – February 2008)

PT. Tirta Chandra AI (Raw Mineral Water Supplier)

Project and Location:

Aqua, Raw Water Project – Tambun, East Bekasi, West Java PT. Tirta Chandra AI (Raw Mineral Water Supplier)

Job description :

- Maintaining the existed customer, writing offering letters and sending them to the potential future customers.
- Making a good relationship with the existed and future customers.
- Building up customers' database using Microsoft Access.
- Develop and implement comprehensive marketing strategies to promote the company's mineral water products.
- Conduct market research to identify consumer preferences, trends, and competitors' activities in the mineral water industry.

- Determine how the company's mineral water products should be positioned in the market and create strategies to differentiate them from competitors.
- Manage and enhance the company's brand image and reputation in the mineral water industry.
- Develop and manage the marketing budget, ensuring that campaigns are cost-effective and yield a positive return on investment.
- Implement strategies for customer retention, gather feedback, and address customer concerns and inquiries.

IT Supervisor – (March 2001 – August 2004)

PT. Citra Buana Utama (Consultant and Leasing Company)

Project and Location:

Jakarta, Indonesia

Job description :

- Maintaining Database System in Microsoft Access
- Giving the troubleshooting whether there was a problem in computer and network.
- Giving support to the operator in preparing all the documents needed for leasing matters.
- Visiting and giving control to the all 12 branches in Jakarta and reporting to the head office.

Database Programmer (1998 – 2000)

PT. Kindara Informatika

Project and Location:

Online warehouse database monitoring by internet for Patco Inc. Epson Printer Assembler in Cibitung - West Java.

Job description :

- Build up a web based online interface to exchange information between the assembling factory in Indonesia and the supplier in Japan.
- Connecting the front end web based application to the real time spare parts supply in the warehouse.
- Building up the front end online application using the ASP (Active Server Pages).
- Building up the database system using SQL.
- Maintaining the website which is used for online information exchanged.

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