

Eva Widyasari

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Moscow, 9th July, 2017

Attention:

Human Resources Department

Dear Sir or Madam.

Please find enclosed my CV in application for the translator.

I hold a Bachelor degree on International Relationship from the University of Al-Azhar, Indonesia. I graduated with excellence in 2011. I also hold a certification from Moscow University for professional communication (professional translator) in Russian language and literature.

I have professional working knowledge of Indonesian, English, Russian, and Spanish, plus basic Portuguese. I have been working as a translator for more than 3 years for government and private sector clients. For the last 3 years, I have been focusing on translating documents, website contents, and copywriting articles from Russian to Indonesian language, and vice versa. Indeed, in 2016, I provided my assistance for Uchi.ru (happynumbers.com) to translate their website on education for elementary students from Russian to Indonesian language. I also have extensive experience in translating legal documents in Spanish to Indonesian (and or English), and vice versa as I was working for the Embassy of Chile in Jakarta, Indonesia.

My language knowledge, communication skill and my attention to details have helped me to deliver message through my translation to the targeted readers/audience. Being a native Indonesian speaker has also helped me to translate a document in foreign language into a natural-sounding and understandable translated document without changing the core idea of the document.

I am familiar in operating Microsoft suites (Word, Excel, etc.) and in doing effective internet research. As a professional translator, I am familiar in working independently or as a part of team under a minimal surveillance. I respect deadlines and I am known for my integrity to deliver my work among my clients.

Please find the attached CV for further information of education background my working experience.

Thank you for taking the time to consider this application and I look forward to hearing from you in the near future.

Sincerely,

Eva Widyasari

Eva Widyasari

Translator, Proofreader & Content Writer

PERSONAL INFORMATION

Name : Eva Widyasari
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EDUCATION

2016 - 2017 Moscow State University, Translator in the Sphere of Professional Communication
2007 - 2011 University of Al-Azhar Indonesia, International Relations, Faculty of Social and Political Science

LANGUAGE COURSE AND CERTIFICATION

2009 - 2009 English Course at English First, Jakarta.
2007 - 2009 Spanish Course at Aula Cervantes, Jakarta.
2005 - 2007 Japanese Course at Primagama English Course, Bekasi.
2004 - 2007 English Course at International Language Program (ILP), Bekasi.

TRAINING EXPERIENCES AT SCHOOL AND UNIVERSITY

September 2010 – October 2010 Training at Ministry of Foreign Affairs of Indonesia, Department of Law and International Treaty.
January 2005 – April 2005 Training at Local Government Office in Bekasi

WORKING EXPERIENCES

July 2014 – Present Bahasa Indonesia Teacher at Native Speakers Club Moscow.
March 2014 – Present Bahasa Indonesia Teacher at Italki.com and Verbling.com (online teacher). Translator consultant.
November 2013 – February 2014 HR Assistant at SoeGee Capital AG (contract)
April 2013 – October 2013 Consulate Secretary and Translator at Embassy of Chile

	in Jakarta
January 2013 – March 2013	Administrative Assistant at PT. iBSG
January 2012 – August 2012	Freelance Spanish Private Teacher for Indonesians in Jakarta.

TRANSLATION PROJECTS*

April 2017 – now	SkyWay Capital An investment site in the new era of transportation.
June 2017	Millefiori for Zara, Italy. Material Safety Data Sheets (MSDS) for some products of Zara Home
January 2017 – now	Uchi.ru. (Online Platform for Learning Mathematics). A platform for learning Math for 1 st grade to 6 th grade Elementary School
February 2017	Legal Documents in 7-70 Translation Agency, Moscow. <ul style="list-style-type: none"> - Marriage Certificate - Passport, etc. - Birth Certificate
January 2017	Translation for anonymous company (online video chat)
December 2016	Translation for Icon Communication – an advertisement company which is located in Moscow and Bali. The documents which I translated were: agreement, terms and condition, presentations and forms.
October 2016 – now	99wwords.com Sphere: Online Casino, Health Product, Copywriting for Health Product (treatment for skin, capsule/drink for burning fat). I also translated some banners for AdWords Company.
October 2016	Russia – Indonesia Business Consul (Magazines for exhibition – economic, agricultural, technology). These translations included brochure for agricultural equipment and calendar of annual exhibition.
September 2016	International Olympiad of Metropolises (Chemistry, Physics, Informatics, Mathematics). I translated exercises and materials for Indonesian Delegation.
2015	Exmo.com (sites for cryptocurrency exchange)

**example of experience is available upon request*

PROOFREAD

I did proofread for: Binomo.com, Vashurok.com, 99wwords (slimming drink, capsule for fat burning, etc), Xevil Company (Moscow).

COMPUTER & SOFTWARE

Microsoft suites: Word, Ms. Excel, Ms. Power Point, Ms. Outlook.

Translation software: Trados 2017 and any other CAT Tools required.

LANGUAGE SKILLS

Bahasa Indonesia	Native
Russian	C1 (Moscow State University)
Spanish	B2 (in process of taking certification DELE)
English	B2 (in process of taking certification FCE)
Portuguese	A2
Japanese	A2