

# RESUME

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## RESUME CAPSULE:

### Translator English To Indonesian

#### Personal Data

Full Name : Kiki Yusup Jauhari S.Pd  
Address : Mekarbakti  
Garut, Indonesia  
Kode Pos : 44153  
Mobile : +6282214247204  
Primary e-mail: [bisniseducation@yahoo.com](mailto:bisniseducation@yahoo.com)  
2<sup>nd</sup> email : [translation\\_project45@yahoo.com](mailto:translation_project45@yahoo.com)



collaborate with:

HPI (Indonesia)  
The Big Word (United Kingdom)  
Text Appeal (United Kingdom)  
Booking.com (Netherlands)  
K International plc (United Kingdom)  
Quintessential (United Kingdom)  
On Target Consulting Translation Services (United Kingdom)  
Life Translation Center (Egypt)  
4yachting.com  
Hieroglyphs Translations

- Native speaker of Indonesian working full-time as a freelance translator
- Over seven years of experience in translating
- Specialized in Business, Commerce, Education and Legal translations
- seven years experience in Marketing, Teach English, build and maintenance a website
- Foreign language skills: English

#### Education Details

1995 – 2001 State Elementary School 1 Kadungora Garut

2001 – 2004 State Junior High School Muhammadiyah 1 Kadungora Garut

2004 – 2007 State Senior High School 2 Garut

2008 – 2012 English Department Program Of STKIP University Garut

**Services offered**

- Written Translation

**Working Language Pairs**

- English – Indonesian

- Indonesian – English

**Specialization**

- Business and Commerce (Marketing/Marketing Research/Business Proposals/International Tender Documents, Business Correspondence, Company Code of Conduct, Company Newsletters etc)

- Legal (Notarial Deeds/Contracts/Agreements/Laws and Regulations/Birth/Marriage Certificates etc.)

- Training & Education (Training Materials/Manuals/PowerPoint presentations)

- Environment & Forestry (REDD), Climate Change etc.

- Security & Law Enforcement (Training material, Indictments, Court Rulings, etc.)

- Infrastructure Development projects (Water & Sanitation, Roads & Road Safety, Railways, Ports, Airports).

**Project History**

Translate materials for various clients, organizations and translation agencies including but not limited to the following:

Oxford English information technology - Language Combination: English to Indonesia

Management book - Language Combination: English to Indonesia

Tesco Stores- Packaging Project (ongoing) - Language Combination: English to Indonesia

Booking.com - Hotel Descriptions (ongoing) - Language Combination: English to Indonesia

Translation of Psychological Research Document (approx. 30.000 words) - Language Combination: English to Indonesia

Translation of Marketing related documents - Language Combination: English to Indonesia

Translation of Immigration documents and several files - Language Combination: English to Indonesia

Global Lives Project - Video subtitling (volunteer) - Language combination: English to Indonesia

The Hope of Survivors Booklet Translation - The Hope of Survivors is a ministry of compassion

providing support, hope and encouragement to victims of pastoral sexual abuse - Language combination: English to Indonesia

Wiser Earth website translation - (Wiser Earth helps the global movement of people and organizations working toward social justice, indigenous rights, and environmental stewardship connect, collaborate, share knowledge, and build alliances) - Language combination: English to Indonesia

An article about Religion of Native Americans - Language combination: English to Indonesia

**Books Translated:**

Information Technology by Pric H.Glending Jhon McEwan  
Category: Technology' Book

Trump The Secret by Donal J. Trump & Bill Zanker  
Category: Motivation's Book

**Clients:**

National and international clients in the USA, Canada, Argentina, UK, Ireland, The Netherlands, Germany, Austria, Italy, Russia, Singapore, Malaysia, Australia and New Zealand.