

Gilang Kanigara

HPI Certified Legal Translator

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Work Experience

Freelance Translator

May 2017 – Present

Self-Employed

Bogor, Indonesia

As a freelance translator, I provide translation services at competitive rates to various clients. The services which I provide are: Translation, Review, Post-Editing of Machine Translation and QA Checking. In performing my work, I would use a CAT software, SDL Trados Studio 2017 Freelance, in order to facilitate and speed up my work. In addition to direct clients, I am also engaged by the following translation agencies:

- **RWS Group** (Singapore & United Kingdom) (May 2017 – Present)
- **The Translation Gate** (Egypt) (April 2018 – Present)
- **Mars Translation** (China) (December 2018 – Present)

Translator, Legal Compliance

February 2016 – July 2021

PT. Samsung Electronics Indonesia

Jakarta, Indonesia

- Translate various legal and general documents, such as agreements/contracts, correspondences, training materials, laws and regulations, internal policies/regulations and so on.
- Review and edit, if necessary, previously translated documents.
- Proofread agreements/contracts and provide correction if any mistake, such as typographical error or missing parts, is found in the said documents.
- Cooperate with other divisions, if necessary, in order to avoid any ambiguities that may occur during the translation process.
- Compile a list of terminologies used in the translation process for future use.
- Submit weekly legal reports listing all tasks carried out during the corresponding week.
- Attend legal meetings with local Legal Compliance division and/or video conference with all Regional Legal Divisions within the SEA & Oceania territory.
- Provide linguistics-related advice, if requested, to legal counsels.
- Report any legal trends relevant to Samsung that may occur in Indonesia.
- Perform any other task required by the Head of Legal Compliance Division.

Translator & Editor

August 2013 – October 2015

Business Advisory Indonesia

Jakarta, Indonesia

- Translate various legal and non-legal documents from Bahasa Indonesia to English and vice versa in accordance with the company's standards.
- Compile a list of terminologies used in translation process.
- Provide guidance to junior translators concerning translation procedures and quality.
- Edit translations done by junior translators.
- Edit glossaries compiled by junior translators.
- Evaluate work performance of junior translators.
- Follow up on clients' feedback to the produced translations, if any.
- Assist the project administration staff in matters related to administration process.

Copywriter

November 2011 – February 2012

PT. Maxindo Content Solutions

Jakarta, Indonesia

- Create SEO-based articles for ISP marketing purposes.
- Create games-related articles which would be posted on a company-owned website (<http://indogamers.com>).
- Manage the contents of the above-mentioned website.
- Get reports on games-related events in Indonesia.

Education

Bachelor Degree, English Literature

2007 - 2013

Gunadarma University

Depok, Indonesia

Joint Preparation Degree

2006 - 2007

Bogor Agricultural Institute

Bogor, Indonesia

Credentials

Certified Legal Translator (English into Indonesian)	2017 - 2022
Association of Indonesian Translators	
Certified Legal Translator (Indonesian into English)	2017 - 2022
Association of Indonesian Translators	
Full Member	2017 - 2022
Association of Indonesian Translators	

Translation Specialty

- LEGAL: contracts, agreements, terms and conditions, internal regulations, policies, notary deeds, court judgments, correspondence, memorandums of understanding, etc.
- GENERAL: news articles, research papers, abstracts, and any general texts.
- FINANCE & BANKING: financial reports, credit terms and conditions, annual reports, etc.
- COMMERCIAL: Marketing and advertising materials, etc.
- IT & ELECTRONICS: Manuals for electronic appliance, equipment, mobile phones, mobile applications, standard operating procedures for the use of software, etc.
- SUBTITLING: Movie and advertising subtitles.

Software Proficiency

- CAT Tools: SDL Trados Studio 2019 Freelance, SDL Passolo
- Translation QA: Trados Studio QA, Xbench, Transistor
- Office: Microsoft Word, Microsoft Excel, Microsoft PowerPoint
- Internet-Savvy