

# NURUL NAHDIAH

Green Alena Serpong no. 11. Jl Roda Hias. Serpong.

Phone: +62813 1011 4660

E-mail: [nurnahd@gmail.com](mailto:nurnahd@gmail.com)

---

## Personal

Date of birth : Denpasar, 20 November 1989

Marital status: Married with one child

Interest : Foreign languages, illustrations, cooking, and baking.

## Education

July 2007 - Sep 2012: Bachelor of Arts in Humanities majoring in Japanese Studies (3.81 GPA)

↳ University of Indonesia, Faculty of Humanities.

Mar 2010 - Jan 2011 : Japanese Language and Linguistics

↳ Soka University, Tokyo, Japan.

## Languages

- English: fluent (speaking, reading, writing) – ITP TOEFL Score 507 (2017)
- Japanese: intermediate (speaking, reading, writing) – JLPT N2 Score 108 (2010)
- French: pre-intermediate (speaking, reading, writing) – DELF Level B1 Score 53.5 (2016)

## Work Experience

- **Freelance JPN > ID Translator of Compliance document** (May 2019, one-time project) Client: Toyoshima & Partners Law Firm
- **Freelance JPN > ENG Translator at Upwork.com** (Feb. 2019 - present)  
Translated document: Family register, salary slip, E-statement, Secondhand Land Cruiser Export Certificate.
- **Freelance ENG > JPN Translator at Upwork.com** (Feb. 2019 - present)  
Translated document: biography, marketing plan of mobile game, museum label (caption), dictionary, etc.
- **Freelance ENG > ID Translator and Editor at gengo.com** (May 2019 to present) Translated document: travel websites, recipes.
- **Freelance ID > ENG Translator at Upwork.com** (December 2019 - present)  
Translated document: Birth Certificate, Withholding Slip of Income Tax, Resident Identity Card.
- Freelance JPN, ENG > ID  
Translation Editor and test evaluator for online games at Andovar.com (Nov 2018)  
Translated document: subtitle for online games.
- Freelance Private Japanese language tutor (2015 - 2016)  
Taught Japanese grammar and reading using Minna No Nihongo book, facilitate speaking practice.
- Analyst at LNG Japan Corp. (January 2014 – January 2022)  
Jobs: translate regulations, news articles, official letters from ID > ENG
- **Freelance JPN > ID Translator and Editor at gengo.com** (November 2012 - present)  
Translated document: Mobile applications, travel websites, company profile, business overview, business proposal, check sheet, scholarship brochure, retirement home brochure, family register, etc.
- Tenant Relations Officer at Crosscoop Serviced Office (November 2012 - Dec 2013)  
Jobs: market office spaces, correspond inquiries, invoicing, and administrative tasks.
- Part time conversational English teacher at Soka Women's College  
Jobs: facilitate conversational English to the students of Soka Women's College.

## Short Courses

- Macroeconomics: Economic Principles in the Real World **online course** conducted by University of California, Irvine (2016)
- Japanese Language Course Advance Level and Reading class held by The Japan Foundation Jakarta (2014 - 2015)
- French Language Intensive Class at Institut Français d'Indonésie (2015-2017).