

PERSONAL INFORMATION



Intan Prawesti

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Sex Female | Date of birth 23/12/1996 | Nationality Indonesian

JOB APPLIED FOR

Translator, Editor, Reviewer, Writer, Transcreator and QA/QC

WORK EXPERIENCE

March 2016 – May 2016

English Teacher

NTC English Yogyakarta

- Creating English lesson and syllabus for the students.
- Teaching English to secondary and high school students.
- Evaluating and grading the students' work.

May 2017 – June 2019

Indonesian Tutor and Student Volunteer

Yogyakarta State University International Office

- Teaching Indonesian to international students in Yogyakarta State University.
- Evaluating and grading the students' progress.
- Developing materials for teaching and learning activities.
- Assisting the lecturers to hold cultural lessons for the students.

March 2018 – March 2021

Project Coordinator, Indonesian Teacher and Translator

Think Volunteer – Dutch NGO

- Making negotiation with companies to have collaboration in social work field.
- Teaching Indonesian to Dutch students.
- Translating education, medical and general documents from English to Indonesian for the websites, fliers and students' papers.
- Guiding the students during their stay in Indonesia.
- Evaluating the students' progress for the whole programs.

March 2018 – March 2021

Project Coordinator, Indonesian Teacher and Interpreter

Intern Indonesia – Dutch NGO

- Developing ideas for many programs in tourism and education fields.
- Assisting the Dutch students during their stay in Indonesia.
- Creating Indonesian materials for the students.
- Teaching Indonesian to Dutch students.
- Translating social, science, medical and general documents from English to Indonesian for the websites, fliers and students' papers.
- Being an interpreter during the students' presentations and interviews with the locals.
- Evaluating the students' progress for the whole programs.

- March 2019 – Present **Translator and Reviewer**
Asian Trust Translation
- Translating finance and marketing documents from English to Indonesian and vice versa.
 - Reviewing and proofreading documents for English – Indonesian language pair.
- March 2021 – Present **Translator, Reviewer, Transcreator, QA/QC**
Virtua MC
- Translating game and IT documents from English/Spanish to Indonesian and vice versa.
 - Transcreating and reviewing documents for English/Spanish – Indonesian language pair.
- April 2021 – Present **Translator and Reviewer**
EasyTranslate
- Translating IT and marketing documents from English to Indonesian and vice versa.
 - Reviewing and proofreading documents for English – Indonesian language pair.
- June 2021 – Present **Translator and Reviewer**
Bayan Tech
- Translating magazine documents from Spanish to Indonesian and vice versa.
 - Reviewing and proofreading documents for Spanish – Indonesian language pair.
- March 2022 – Present **Translator and Reviewer**
PACTERA
- Translating literary documents from English to Indonesian and vice versa.
 - Reviewing and proofreading documents for English – Indonesian language pair.
- April 2022 – Present **Translator, Reviewer, Transcreator, QA/QC**
Hansem Global
- Translating IT and general documents from English to Indonesian and vice versa.
 - Transcreating and reviewing documents for English – Indonesian language pair.
- May 2022 – Present **Translator and Reviewer**
Pangeanic
- Translating general and business documents from Spanish to Indonesian and vice versa.
 - Reviewing and proofreading documents for Spanish – Indonesian language pair.
- July 2022 – Present **Translator, Reviewer, Transcreator, QA/QC**
Codex Global
- Translating retail documents from English/Spanish to Indonesian and vice versa.
 - Transcreating and reviewing documents for English/Spanish – Indonesian language pair.

EDUCATION AND TRAINING

- August 2015 – August 2019 **Bachelor of Education in English Language Education**
Faculty of Languages and Arts - Yogyakarta State University
Study Interest: Translation, Interpretation, Linguistics, Sociolinguistics, Cross Cultural Understanding and Communication.

PERSONAL SKILLS

Mother tongue(s) Indonesian

Other language(s)	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C1	C1	C1	C1	C1
International English Language Testing System (IELTS)					
Spanish	B1	B1	B2	B2	B1
Servicio Internacional de Evaluación de la Lengua Española (SIELE)					

Levels: A1/A2: Basic user - B1/B2: Independent user - C1/C2 Proficient user
[Common European Framework of Reference for Languages](#)

Communication skills

- Good communication skills gained through my experience as a teacher and translator.
- Wide experience in cross-cultural communication and international team building gained through my experience as I worked with international people in many events such as conferences and seminars.
- Team work skills gained through many campus activities I got involved.
- Leadership skill gained through the organizations I joined.

Organisational / managerial skills

- Secretary of English Education Student Association of Yogyakarta State University in 2016 – 2017.
- Liaison Officer for international events and seminars in 2016 – 2019.
- Student Volunteer of Yogyakarta State University international students in 2017 – 2019.
- Indonesian language tutor in the International Office of Yogyakarta State University in 2017 – 2019.

Job-related skills

- Mentoring skills for students, juniors, fresh graduates.
- Leadership skills in a team management.
- Attentive and detail-oriented provider towards clients.
- CAT Tools and Machine Translation experienced user.

Digital skills	SELF-ASSESSMENT				
	Information processing	Communication	Content creation	Safety	Problem solving
	Independent	Proficient	Proficient	Proficient	Proficient

Computer skills Practice use of:

- MemoQ
- Memsources
- Microsoft Office
- Lokalise
- SDL Trados
- Smartcat
- Smartling
- Google Docs

ADDITIONAL INFORMATION

- Interest**
- A very strong interest in the translation and interpretation fields.
 - Cross-cultural understanding and teamwork.
 - Developing strong leadership, based on a positive-stimulating attitude.