

## Contact

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## Top Skills

Event Planning  
Journalism  
Microsoft Word

## Languages

English (Native or Bilingual)  
Indonesian (Native or Bilingual)  
German (Elementary)

## Certifications

Cambridge English: TKT (Teaching Knowledge Test)  
EFSET Proficient (CEFR C2)

# Arie Riswandy

Freelance Translator at Freelance (Self employed)  
Greater Jakarta Area, Indonesia

## Summary

A lifelong user of both English and Indonesian, passionate in the world of translation. Experience in the professional training and coaching industry.

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## Experience

Freelance translator/interpreter  
Freelance Translator  
February 2019 - Present  
Greater Jakarta Area, Indonesia

- translating source material from and to English/Indonesian
- helping clients utilise the correct language when communicating

CELS Indonesia  
Academic Trainer  
August 2017 - February 2019 (1 year 7 months)  
Greater Jakarta Area, Indonesia

- providing corporate language training to business clients
- planning tailored lessons
- creating content for online-based learning

EF English First Indonesia  
English Teacher  
February 2016 - August 2017 (1 year 7 months)  
Greater Jakarta Area, Indonesia

- writing lesson plans and teaching English to students of all ages
- ensuring contents of lesson plans match the digital records
- conducting and grading tests to measure students' progress

Mandarin Oriental Hotel Group  
Management Trainee - Communications  
February 2015 - August 2015 (7 months)  
Greater Jakarta Area, Indonesia

- coming up with and preparing content for the hotel's social media platforms in English
- monitoring the media's coverage of the hotel and making the necessary clippings
- monitoring the presence of the hotel's competitors on both conventional and online media
- assisting the Communications Manager and Executive in their daily assignments
- assisting the Graphics Designer in taking photographs for the hotel's promotion materials

## CNN Indonesia

### Journalist

May 2014 - November 2014 (7 months)

Greater Jakarta Area, Indonesia

- writing in-depth news articles within a tight deadline
- taking photographs of various political events with both mobile phones and DSLR cameras
- making news video packages (recording, editing and dubbing) with mobile phones
- translating English-language news articles for domestic audience

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## Education

### UNSW Australia

Bachelor's Degree, International Studies · (2010 - 2013)

### The University of Nottingham Ningbo China

Exchange Programme, International Studies · (2012 - 2013)

### Uniprep

University Foundation Year, Commerce · (2009 - 2009)