

Tri Utami

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Professional Summary

I have experience in translation as an In-house Linguist for 2 years in one of big LSP companies in Indonesia. The project fields I have handled are such as Automotive (owner and shop manual, web contents (Copy writing), Legal documents, Brochures, Service Manual, and many more. I also have mastered many CAT TOOLS such as Trados, Transit, Verifika, and Memsorce Editor. I always try my best to make the best translations for clients.

Work Experience

05/2017 - 07/2019

PT.STAR Software Indonesia, Yogyakarta, Indonesia

In-house Linguist/Editor/QA Checker

- Translating, Editing, Proofreading translation projects from Project Managers
- Doing a training for freelancers in mastering CAT Tools
- Making and checking technical terms for translation
- Creating technical terms for each projects
- Checking layout (word/pdf) before delivering to clients
- Editing html web contents in Adobe Dreamweaver, and Flash
- Doing Quality Assurance (QA) for final translations.

08/2019 - 01/2020

PT.STAR Software Indonesia, Yogyakarta, Indonesia

Dedicated Freelancer (Remote)

- Translating, Editing, Proofreading translation projects from Project Managers
- Doing Quality Assurance (QA) for final translations
- Checking layout (pdf/word) or LSO (Language Sign-Off)
- Revising translation based on feedback from clients
- Making and checking technical terms for translation

Education

09/2013 - 07/2016

Sebelas Maret University, Surakarta, Indonesia

Associate degree (D3)

- Majoring in Translation

Languages

Indonesian	— Native speaker
English	— Proficient
Javanese	— Native speaker

Additional Skills

- Mastering English
- Having translation skill

- Mastering CAT TOOLS, such as Trados, Transit, Verifika, and Memsource Editor
- Having good communication skill
- Can work in a team
- Mastering Ms, Office
- Willing to learn new things (FastLearner)