

# SUCI RAHAYU

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## EDUCATION

**BA of English Literature, Diponegoro University, Indonesia** — GPA 3.2 (2011 – 2015)

- News Reporter and Editor at Hayam Wuruk Student Press
- Head Division of Social and Culture at Kresna Youth Peace Generation

## EMPLOYMENT

**Public Relations and Translator | National Research and Innovation Agency of Indonesia** (2019-Present)

- Performed content writing and editing for institution's website
- Translated official documents between English and Indonesian
- Managed institution website and ensured daily publication quality

**Translator and Proofreader — English to Indonesia | PTSGI** (2021-Present)

- Translate and localize various articles or documents
- Proofread other submission for any grammatical error
- Ensured final version to meet the quality standard before submission

**Translator and Proofreader | GTE Localize** (2021-Present)

- Machine Translation Post Editing | English to Indonesia, Oneforma
- SEO Translation and Shortening | English to Indonesia, Kohler
- ASEAN Wide-Self Certification Translation | English to Indonesia
- Human Translation | English to Indonesia, ISAAC
- Linguistic Quality Assurance | English to Indonesia, ISAAC
- Human Translation | Javanese to English, Google
- Linguistic Quality Assurance | Javanese to English, Google

## VOLUNTEER

**Translator and Subtitling | TED** (2020-Present)

- Translated and subtitle from English to Indonesian
- Ensured the subtitle adhered to TED standard before publication

## SKILLS

- Language – English (*Fluent*), Bahasa Indonesia (*Native*), Javanese (*Native*), German (*Basic*)
- Translation – SDL Trados, MemoQ, Xbench
- Microsoft Word, Excel, PowerPoint
- Google Docs, Sheets, Slide, Forms
- Creative – Adobe Photoshop, Adobe Illustrator, Adobe Premiere Pro
- Others – Social Media, Search Engine Optimization, Research Journalism, News editing