



# LATIFAH NOVIA NUR AINI

## FREELANCER AND EDUCATOR

### ADDRESS

KALILONDO, RT.01/04, SIDOREJO KIDUL,  
TINGKIR, SALATIGA. INDONESIA

### DATE OF BIRTH

BEKASI, 17 NOVEMBER 1997

### GENDER

FEMALE

## PROFESSIONAL PROFILE

I am a passionate, adaptable and responsible freelancer and educator who wants to implement my skill, interest and creativity to bring a great positive impact to my workplace. Along with my working experience, professional experience in social communities and background knowledge, I believe that I can work well in teams or working under pressure. I am also highly motivated to improve my skills and deepen my knowledge by working in the society.

## ACADEMIC BACKGROUND

I was honored to obtain my Bachelor degree of English Education at Universitas Kristen Satya Wacana (UKSW) Salatiga, Indonesia. Regarding to my major, I took English Education Program with 3.75 GPA score.

## WORK EXPERIENCE

### FREELANCE TRANSLATOR

*August 2019 - present*

Translating college thesis, short stories and documents from Indonesian to English, Malay to English and vice versa according to the client's request.

### FREELANCE TEACHER and COPYWRITER (OCEANA Training Organization)

*July 15th, 2019 - August 26th, 2019*

Promoting the training programs to high school students, and also training adult learners who will be working in hotels and ships by giving them real-life communication practices and also working etiquette.

### D'EMMERICK HOTEL (Internship Program | August 2018 - December 2018)

Training the Hotel's marketing staff in regard to their communicative and listening skill because they often have foreign customers, so that they need to improve their English skills.

## PROFESSIONAL EXPERIENCE

### VOLUNTEER STAFF AT ST. NICHOLAS HOME, PENANG, MALAYSIA

#### (AIESEC GLOBAL VOLUNTEER PROGRAM)

*February 27th 2019 - April 10th 2019*

- Translating documents from Malay to English, Indonesian to Malay, and Indonesian to English
- Becoming a copywriter for the annual website of St.Nicholas Home
- Organizing fund-raising events.
- Teaching Basic English to visually impaired and multi-handicapped children.
- Assisting the trainees for ICDL examination.

### VOLUNTEER COPYWRITER (LITTLEHOPE INDONESIA Community)

*Since September 2017 - February 2019*

- Promoting the social activities held by LittleHope Indonesia through social media platforms.
- Translating documents from Indonesian to English

### HEAD COORDINATOR of "Journalism 101 Workshop" (Faculty Event under Student Body Organization/ Senat Mahasiswa Fakultas)


*August 24th 2017 - July 31th 2018*

- Coordinating the committee for the whole period.
- Leading the committee meetings.
- Making decision for each meeting.

## PROFESSIONAL SKILLS

- Advanced English skills (spoken and written)
- Fluent in Malay and English
- Advanced organization skills
- Possess the ability to operate Microsoft Office services
- Possess the ability to operate Adobe Premiere Pro CC 2015. (Video editor)

### CONTACTS:

 +62896-4852-7319

 lativahnovianuraini@gmail.com