



REFTARIZQULLAH SUTOYO

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Sukoharjo, Central Java, Indonesia

A fresh graduate of English Department from Universitas Sebelas Maret Surakarta with a deep passion for both the field of administration work and the translation industry. Developed strong communication for both in collaborative team environments and a self-driven worker, meticulous organization, and proactive time management.

Work Experience

Balai Bahasa Provinsi Daerah Istimewa Yogyakarta - Yogyakarta, Indonesia

Mar 2023 - Apr 2023

Translation Intern

- Translated an Indonesia children story to English, entitled "Sekar" in four days,
- Made some concepts for Instagram Reels/Tiktok contents relating to translation studies in 10 days,
- Made materials for *Bahasa Indonesia bagi Penutur Asing (BIPA) 2* about *Tourism in Yogyakarta* in a week.

Educational History

ENGLISH DEPARTMENT UNIVERSITAS SEBELAS MARET - Surakarta, Indonesia

Aug 2019 - Jul 2023

Bachelor's Degree in Translation Studies, 3.60/4.00

- Chosen a translation study as her mainstream with "Proper Names" as her main analysis in her thesis.
- Graduated as a cumlaude.

SMA Negeri 1 Cilacap - Cilacap, Indonesia

Jun 2016 - Jun 2019

Language Class

- Learned France and finished the DELF - A1 test with the score of 70.0/100

Project / Volunteer Experience

Welcoming Party Event for English Department 2021 - Surakarta, Central Java, Indonesia

Mar 2021 - Oct 2021

Steering Committee

- Helped the coordinator of administration division if she/he faces some difficulties,
- Gave some suggestions or comments to the organizers in the coordinating meeting.

Welcoming Party Event for English Department 2020 - Surakarta, Central Java, Indonesia

Mar 2020 - Oct 2020

Coordinator of Administration Division

- Divided the job desk to staffs of the administration division,
- Wrote notulas in the large meeting and coordinating meeting,
- Made schedules for holding the large meetings and coordinating meetings with the steering committee,
- Accomplished the proposal and letters of invitation to the head of the English Department, and head of the student affairs department of the English Department before the due date of submitting in September 2020.

Additional Information

- **PUT Tourism's Project** (2022): Being a correspondent for the research of PUT Tourism Universitas Sebelas Maret entitled "Pengembangan Modul Ajar English for Tourism and Hospitality Purposes (ETP) dan Penerapan Teknologi Pembelajaran dengan mediaPodcast berbasis Learning Management System (LMS)".
- **Pragmatics' Project** (2022): Doing an English-Indonesia subtitling translation in the movie series "The Charitable Countess" Season 1 Episodes 12 for the learning process of the Pragmatics' class.
- **English-Indonesian Translation's Project** (2022): Making several subtitling translations and attaching the Indonesia's voice-overs in the Netflix documentary "Our Planet | Birds of Paradise", the adapted short story from the website of *English for Students* entitled "Chain of Love", and the procedure text taken from the website of *Taste of Home* entitled "Grandma's Krause's Coconut Cookies" for being assigned in the English-Indonesian Translation's class.
- **Indonesian-English Translation's Project** (2022): Doing an English-Indonesia subtitling translation in the YouTube Channel of *Rudy dan Sahabat TV* entitled "Ikan Kuah Kuning Simple - Aroma Kuah yang Sedap dan Bercitarasa Gurih" for being assigned in the Indonesian-English Translation's class.
- **Indonesian-English Translation's Project** (2022): Doing an English-Indonesia translation in the *letsreadasia.org* entitled "Ikan Tipis" with the help of CAT Tools named SmartCat in the Indonesian-English Translation's class.
- **Skills:** Average in using English, Ms. Office (Microsoft Word, Microsoft Excel, Microsoft PowerPoint, OneNote, Outlook), Google (Google Docs, Google Spreads, Google Slides), Communication, Teamwork, Time Line Management, Problem Solving, Dependability, Subtitling, CAT Tools.
- **Interest:** Organizational Work, Languages, ENG >< IND Translation.