

Isyyatul Aufa

Professional summary

Indonesian, Javanese, English

Translator, Editor, Reviewer,
Transcriber, Subtitler

Expertise Area

Marketing, Engineering,
Environment, IT, Business, Legal,
TV, Entertainment, Academic
translation (Thesis, Journals,
Dissertation, Abstract, Paper)

Education

2011-2015 Bachelor

Environmental Engineering

Institut Teknologi Sepuluh Nopember

Key skills & talents

Translation and proofread,
communication, project management,
used to working under tight deadlines,
highly motivated, team player.
Experienced with Ms. Office, Internet,
CAT Tools (OneForma, Crowdin,
MemoQ, Aegisub)

Contact info

Mobile +62 82216361182
E-mail isaufa.work@gmail.com
Address Manyar, Gresik,
East Java - Indonesia
Nationality Indonesian

Languages

Indonesian Native Speaker
Javanese Native Speaker
English Excellent

Experience

Freelance Translator

Various Clients

2019 - Present

- Translating, editing, proofreading, and LQA review for various fields
- Subtitling various videos (YouTube, Instagram reels, advertisement)
- Transcription (meeting audio, survey, research recording)

Environmental Safety Officers

PT Saka Energi Indonesia

November 2019 - Present

- Design the HSE Management System for the relevant internal parties
- Assist the team manager to implement the HSE Management System
- Monitor and create reports of the implementation of Health and Safety Environment regulation

Estimator

PT Surya Jasa Perkasa

Aug 2016 - Aug 2019

- Responsible to estimate buying rate of the project materials
- Project administration: translate multinational suppliers' offer and transfer into company data standard, create official quotation for the company's clients
- Responsible for data reporting to financial team

Environmental Officer

CV Lova Enviro

August 2015 - July 2016

- Responsible to create documents related to Environmental Impact Assessment, Environmental Management and Monitoring Efforts, and all kind of legal document for business

Highlighted Projects

No	Project	Field Expertise	Volume
1	Translation EN>ID Monthly report of K3 (Health and Safety) supplies	Engineering	24 pages
2	Translation EN>ID Hazardous waste storage management report at Refinery Unit	Engineering	+/- 6,000 words
3	Translation EN>ID Leasing agreement	Legal	1,256 words
4	Translation EN>ID Digital translation of ABB Group's product line	UI/UX	4,337 words
5	MTPE EN>ID Responsible AI Project	General	12,950 words
6	Translation EN>ID Usermanual of LG washing machine	Electronic	1,119 words
7	Translation ID>EN Master plan of Emission Reduction in Cities (Netherland and Indonesia cooperation)	Engineering and Management	37 pages
8	Translation EN>ID Material Safety Data Sheet (MSDS) of Sulfuric Acid product	Chemical	698 words
9	MTPE EN>ID Isaac Project	General	More than 10,000 words
10	Translation EN>ID Organic waste treatment by Black Soldiers Fly Guideline	Engineering	4 pages
11	Translation EN>ID Grab articles	Marketing	765 words
12	Transcription and subtitling ID>EN YouTube Video <i>What Wealth Means, Present and Future</i>	Finance	46:51 minutes
13	Review EN>Javanese Google Project	General	4 hours
14	MTPE EN>ID Corpus Project	General	150 sentences
15	Translation EN>ID Website content of Agoda	Marketing	2,872 words
16	Transcription ID>EN Focus group discussion regarding waste management campaign at the district level	Engineering and Management	+/- 120 minutes
17	Translation EN>ID Product description of processed BSF Larvae	Marketing	+/- 1,500 words
18	Translation ID>EN Company website content (End client is protected by NDA)	Business	3,251 words
19	Subtitling ID>EN Tiktok Videos	Entertainment	More than 15 videos
20	Translation EN>ID Product pamphlets (Clothing brand)	Marketing	3 pages
21	Translation EN>ID The 4 Disciplines of Execution Achieving Your Wildly Important Goals	Human Resource	76 pages
22	Translation EN>ID Leadership in the Digital Age_How to Inspire Your Team	Human Resource	27 pages
23	Translation EN>ID Motivational Interviewing for Leaders in the Helping Professions_Facilitating Change in Organizations	Human Resource	27 pages
24	Translation EN>ID General Precautions of Battery Pack 2	Technical	480 words
25	Translation EN>ID Google Cloud API Tech	IT	631 words