

# PUTRI YUNI UTAMI

## CURRICULUM VITAE

### EXPERIENCE

#### Fienyx Translation

2017 - Present

##### Chief Editor and Translator

- Discuss translation requirements with clients, and determine any fees to be charged for services provided.
- Proofread, edit, and revise translated materials.
- Referring to reference materials such as dictionaries, lexicons, encyclopedias as needed to ensure translation accuracy.
- Checking original texts or conferring with authors to ensure that translations retain the content, meaning, and feeling of the original material.
- Checking technical terms and terminology translations to ensure that they are accurate and remain consistent throughout translation revisions.

#### PT. IZPAL Investama Properti

2021 - 2022

##### Mortgage Finance and Back Office Human Resource

- daily recap and prepare consumer documents such as consumers' Mortgage Information and personal details
- Preparing legal documents, reports, and standard operational procedures
- Designing and developing adaptable administrative and human resources systems to increase efficiency and productivity
- maintaining effective operations and productivity by developing well-organized work procedures and workflow,
- solving problems and implementing action plans
- processing payments and maintaining documents,
- helping out with anticipating consumer
- adapting to daily work for changing situations, among others
- responsible for recruiting, screening, interviewing, and placing workers.

#### Origin Hope Media Group Limited

2022

##### Content Writer

- produce relevant content for websites, blogs, articles, white papers, product descriptions, and social media platform
- conducting thorough research on industry-related topics, generating ideas for new content types



### CONTACT

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- putri-yuni-utami
- @putriyuniutami\_
- @putriyuniutami\_

### EDUCATION

2009-2014

#### Universitas Ahmad Dahlan

English Education Teaching Training  
Cum Laude

2015 - 2019

#### Universitas Sebelas Maret

Masters of Art in Linguistics  
Majoring in Translation

### SKILLSET

- Ability to adhere to deadlines
- Adept at problem-solving, including being able to identify issues and resolve programs in a timely manner
- Attention to detail
- Have strong analytical, management and decision making skills to recommend appropriate solutions.
- IT skills, especially word processing, text editor tools, and graphic editor

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## CURRICULUM VITAE

### ON-GOING PROJECTS AND ARTICLES

#### Bilingual Books Series

##### **The Arabian Nights Series** (Seri Seribu Satu Malam)

Writer 2022

##### **A Collection Stories for Muslim Kids**

(Kumpulan Cerita Pilihan untuk Anak Islam)

Collaborated with Maya Veri Oktavia, M.Pd. 2022

#### Journals

##### **The Divergent of Ideational Metafunction Realizations in Novel Graphic**

**Translation** DOI: <https://doi.org/10.24036/humanus.v20i2.107671>, HUMANUS. Vol 20, No 2 (2021). 153-166.

##### **Making Meaning Using Systemic Functional Linguistics And Visual Grammar Analysis: Comparison of Source Text and Target Text Reflected**

**In The Main Character Of Graphic Novel V For Vendetta**, In: "International Seminar "Language Maintenance and Shift" VII ISSN: 2540-8755, July 19 - 20, 2017, Hotel NEO Semarang.

### TRAININGS, SEMINARS AND CERTIFICATES

- PASAS ® - Certified International Specialist in Data Engineering (CISDE)
- Participant Training for Fundamental Steps to be A Web Programmer Hosted by HACKTIV8 Indonesia, 13 October-10 November 2021. Online Training
- Participant of Bengkel Penerjemahan, Ministry of Education and Culture, 23 August–5 September 2020, Online Training
- Participant of Academic Writing Himpunan Mahasiswa Pascasarjana Universitas Gadjah Mada, 14 September 2019, Yogyakarta
- Participant Workshop of International Journal Writing and Publication, Universitas Kristen Petra, Juni 2018, Surabaya
- Presenter of Prosiding Seminar International Language Maintenance and Shift (LAMAS) 7, 2017 Faculty of Humanities, Diponegoro University, Semarang



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### PARTICULAR PROWESS

- Adobe Audition
- Basic Web Programmer (CSS & HTML)
- Copy Writing
- Customer Support
- GIMP
- GitHub
- Human Resources (HR)
- Linux Operation System
- Personal Branding
- Operations Management
- Office Administration
- SEO Articles
- Text Editing
- Traditional Drawing
- Visual Studio Code

### ADDITIONAL LANGUAGES

#### **Mandarin**

Level of Proficiency  
Novice

#### **German**

Level of Proficiency  
Novice

#### **Japanese**

Level of Proficiency  
Novice