

PUTRI YUNI UTAMI

PROFESSIONAL RESUME

EXPERIENCE

Fienyx Translation

2017 - Present

Chief Editor and Translator

- Discussing translation requirements with clients, and determining any fees to be charged for services provided.
- Proofreading, editing, and revising 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 establish that translations retain the content, meaning, and feeling of the original material.
- Checking technical terms and terminology translations to guarantee that they are accurate and remain consistent throughout translation revisions.

Origin Hope Media Group Limited

2022-Present

Subcontractor Content Writer

- Writing over 15.000 words of relevant content per day for blog articles, news articles, product descriptions, or promo and video scripts.
- Conducting thorough research on industry-related topics, and generating ideas for new content types.
- Creating compelling copies for the landing pages of websites for clients.
- Collaborating with other writers to produce over 20 articles a day or over 100 articles a week

PT. IZPAL Investama Properti

2021 - 2022

Mortgage Finance and Back Office Human Resource

- Did 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.



CONTACT

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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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PUBLICATIONS

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

ADDITIONAL LANGUAGES

Mandarin

Level of Proficiency
Novice

German

Level of Proficiency
Novice

Japanese

Level of Proficiency
Novice



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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



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