

PUTRI YUNI UTAMI

PROFESSIONAL RESUME

EXPERIENCE

Life Management Science Labs

August 2023-Present

Technical Editor

- Interpreting research handover documents and writing standard documents appropriate for the intended audience, based on the handovers
- Collaborating with Junior and Senior Researchers for standard document production and to ensure document accuracy
- Reviewing and correcting written technical documents for clarity, grammar, spelling, punctuation, content, and style
- Creating standard document templates for other technical editors that are easy to apply and adapt
- Maintaining the company website's technical content
- Providing feedback and advice to researchers

Origin Hope Media Group Limited

May 2022-September 2023

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

Fienyx Translation

February 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.



CONTACT

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EDUCATION

2009-2014

Universitas Ahmad Dahlan

Bachelor of English Language Education

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

PUTRI YUNI UTAMI

PROFESSIONAL RESUME

EXPERIENCES

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.

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

PUBLICATIONS

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.

LANGUAGES

Indonesian

Level of Proficiency
Native

Javanese

Level of Proficiency
Native

English

Level of Proficiency
Fluent



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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
- Transcriber (English, Indonesia, Javanese)
- Text Editing
- Traditional Drawing
- Visual Studio Code



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