

# PUTRI YUNI UTAMI

## CURRICULUM VITAE

### EXPERIENCE

#### LKP Bina Insani Jogja

2020

##### Language Instructor

- Researching or recommending textbooks, software, equipment, or other learning materials to complement tutoring.
- Organize classroom lectures and coursework
- Prepare materials and activities
- Assign homework and interesting exercises
- Provide feedback based on workload and classroom behavior

#### Fienyx Translation

2018 - Present

##### Chief Editor and Translator

- Discussing 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 confer with authors to ensure that translations retain the content, meaning, and feeling of the original material.
- Checking translations of technical terms and terminology to ensure that they are accurate and remain consistent throughout translation revisions.

#### Bukit Omah Sedayu

2021 - Present

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

- daily recap and preparing consumer's 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 system 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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### ON-GOING PROJECTS AND FUTURE PROJECTS

#### Bilingual Books Series

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

Content Editor and Visual Creator

2020 - present

##### **Greek Mythology Series** (Seri Mitologi Yunani)

Content Editor

2022 - unknown

##### **History Series** (Seri Sejarah)

Content Editor

unknown

#### Text Book

##### **KAEDAH LENGKAP KUTIPAN: KARYA ILMIAH**

Kiat Mengutip: Penulisan Akademik

Content Editor

2019 - present

### TRAININGS, SEMINARS AND CONFERENCES

- 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
- Participant of International Conference on Linguistics and Translation Study: Interlingual and Intercultural Communication Competence for Quality Translation 15-16 November 2016, Surakarta
- Participant of The 4th Graduate Students Conference on English Education, Linguistics and Literature: Contributors and Challenges of English Linguistics: Diverse Perspectives of the Ownership of English,



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### PARTICULAR PROWESS

- Adobe Audition
- Adobe Premiere Pro
- Basic Web Programmer
- GIMP
- Linux Operation System
- Notion.so
- GitHub
- PowerPoint Presentation
- Traditional Drawing
- Wordpress and Blogspot Designs

### ADDITIONAL LANGUAGES

#### **German**

Level of Proficiency

Intermediate

#### **Japanese**

Level of Proficiency

Novice

#### **French**

Level of Proficiency

Novice

