

# UTARI NUR CAHYANI

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Jalan Masjid Alamin Swadaya 3, Sukamaju Baru, Tapos, Depok

An English graduate with an interest in Translation, Editing, and Writing. The educational background provides a strong foundation to pursue a career as a translator and content writer. One year of experience as a freelancer mainly in linguistic projects. The practical experience has enriched my understanding of client and audience needs. With a focus on clarity, accuracy, and precision, able to ensure that every translation and piece of content produced meets high-quality standards while appealing to the target audience.

## Education Level

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**Jakarta State Polytechnic (Politeknik Negeri Jakarta) - Depok**

Sep 2019 - Jul 2023

*Bachelor of Applied Linguistics in English for Business and Professional Communication Study Program in Business Administration Department, 3.58/4.00*

- Related Subjects: Indonesian Grammar, English Grammar, Translator Ethics, Editing, Translation of Journalistic Texts, Business Texts, Legal Texts, and Academic Texts
- Activities and Achievements: (1) Appointed as a teaching assistant for one semester (6 months) for a course on translation ethics, (2) Participated in workshops and seminars on translation techniques and localization, (3) Achieved English competency certification (TOEIC) and Indonesian competency certification (Uji Kemahiran Berbahasa Indonesia), demonstrating the ability to translate and communicate effectively both in English and in Indonesia.

## Working Experiences

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**Upwork**

Feb 2023 - Present

*Translator and Content Writer (Freelancer)*

- Translate business or technical documents from English to Indonesian.
- Provide subtitle translation for English videos or presentations into Indonesian.
- Write articles or blogs in Indonesian based on given English content.
- Provide proofreading and editing services for Indonesian texts.
- Writing scripts for Indonesian videos or audiovisual content.
- Writing SEO-friendly content in Indonesian based on specified keywords.

**Agency for Language Development and Cultivation Center for Language Strengthening and Empowerment (Pusat Penguatan dan Pemebdayaan Bahasa) - Sentul, Bogor, Indonesia**

Sep 2022 - Jan 2023

*Staff of Translation/Internship*

- Translated 15 children's story books (English to Indonesian) and 2 license purchase cooperation contracts (Indonesian to English).
- Translated 150 children's story synopses for the Penjaring website (English to Indonesian).
- Organized work contract archive data for archiving purposes.
- Inputted license sheets for 500 children's storybooks as ISBN requirements.

## Work Experience

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**Astadeca KPA PNJ - Jakarta State Polytechnic**

Oct 2021 - Oct 2022

*General Treasury*

- Manage the organization's financial transactions
- Ensure timely and accurate processing of payments, receipts, and reimbursements
- Collaborate with various department to gather financial data and provide insights for decision-making.

## Skills, Project & Achievements

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- **Internship Projects** (2022): Consignment activity for filling of the Penjaring Platform at Aloft Hotel Jakarta, Book Translation Finalization Consignment activity at Mercure Batavia Hotel
- **Freelancer Projects** (2023): Proofreading gaming, Collaborated with one of the ministries in Indonesia to translate one of the business documents of 150 pages
- **Certificates** (2023): TOEIC (690/990), UKBI (608 - Unggul)
- **Hard Skills:** Microsoft Office Suite (proficiency in Word, Excel, PowerPoint, Outlook), Data Entry, Basic Accounting, etc.
- **Soft Skills:** Attention to Detail, Time Management, Teamwork, Organizational Skills, and Problem Solving