

Putri.Y. Utami, S.Pd., M.Li

Language & Content Specialist | Technical Editing | Translation (EN-ID) | Quality Assurance

putriyuniutami14@gmail.com | contact@putriyuniutami.com | +62 857 4525 4350 | Yogyakarta, Indonesia

<https://www.linkedin.com/in/putri-yuni-utami/> | <https://putriyuniutami.com/>

PROFESSIONAL SUMMARY

Language and Content Specialist with 8+ years of experience in technical editing, English-Indonesian translation, proofreading, and QA. Maintains a 98% accuracy rate across high-volume workflows including Research Vaults, Compendiums, and Protocols. Skilled in Trados Studio, Asana, and generative AI tools.

CORE COMPETENCIES

- Academic Editing & Proofreading
- Translation (English-Indonesian)
- Generative AI Workflow Integration
- Technical Documentation
- Content Writing & SEO
- Strategic Prompt Engineering
- Quality Assurance
- Research & Documentation
- Trados Studio (CAT Tools)

PROFESSIONAL EXPERIENCE

Life Management Science Labs

QA Specialist

August 2024 – April 2026

- Managed end-to-end review and production of 4 Research Vaults and 2 standard documents monthly, consolidating complex research data into publication-ready repositories.
- Evaluated and approved 10 Compendiums and 2 Protocols per month, ensuring 100% compliance with technical specifications and ethical guidelines.
- Maintained a 98% proofreading accuracy rate by auditing 5-10 standard documents monthly and correcting grammatical and formatting errors.
- Validated 5-7 documents per month for academic adherence and relevance.
- Collaborated with Technical Editors to implement 75% of suggested process improvements quarterly, streamlining the publication workflow.
- Tracked all assessment and approval statuses in Asana, and ensured full operational transparency.

Life Management Science Labs

Technical Editor

August 2023 – July 2024

- Produced 4 major technical publications monthly, interpreting complex research handover documents for specific audiences.
- Partnered with Junior and Senior Researchers to ensure 100% accuracy in content, style, and technical specifications.
- Developed standardized document templates that reduced formatting time for the editing team by 20%.
- Managed technical content on the company website and delivered actionable feedback to research teams to improve documentation quality.

Origin Hope Media Group Limited

Subcontractor Content Writer

May 2022 – Sep 2023

- Produced 15,000+ words of content daily across blog articles, news stories, product descriptions, and video scripts, consistently meeting strict deadlines.
- Contributed to a team output of 100+ articles per week through effective collaboration and thorough industry research.

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PT. IZPAL Investama Properti

Mortgage Finance & Back Office HR

Feb 2021 – May 2022

- Designed and implemented an administrative workflow that increased departmental efficiency by 15%.
- Managed legal documentation for consumer mortgage applications and led end-to-end recruitment efforts

Fienyx Translation

Chief Editor & Translator

Feb 2017 – Present

- Provided expert English-Indonesian translation for complex legal and technical materials, serving diverse clients.
- Increased proofreading and editing efficiency by 30% through implementation of Trados Studio and standardized CAT workflows.
- Managed client requirements, fee structures, and rigorous revision cycles to ensure accuracy, terminology consistency, and tonal fidelity

EDUCATION

Universitas Sebelas Maret

2015 – 2019

Masters of Art in Linguistics Majoring in Translation

Cumulative GPA: 3.78/4.0

Universitas Ahmad Dahlan

2009–2014

Bachelor of English Language Education

Cumulative GPA: 3.73/4.0

CERTIFICATIONS

- CISDE: Certified International Specialist in Data Engineering – PASAS®
- Search Engine Optimization Professional Certificate – Moz
- Responsible AI Foundations Professional Certificate – All Tech Is Human
- Web Programming: Fundamental Steps to be a Web Programmer – HACKTIV8
- Translation: Bengkel Penerjemahan – Indonesian Ministry of Education and Culture

LANGUAGES

Indonesian (Native) | Javanese (Native) | English (Professional Working Proficiency)