

PUTRI YUNI UTAMI

PROFESSIONAL RESUME

EXPERIENCE

Life Management Science Labs

QA Specialist

August 2024 -Present

- Review and evaluate standard documents to ensure they meet the required quality standards for publication.
- Conduct meticulous proofreading to identify and correct grammatical, typographical, and formatting errors.
- Validate the content for accuracy, relevance, and adherence to academic standards and guidelines.
- Collaborate with Technical Editors to ensure all necessary revisions are made before approving papers for publication.
- Ensure consistency in formatting, citation styles, and overall presentation of standard documents.
- Provide constructive feedback to Technical Editors to help improve the quality of submissions.
- Identify areas for improvement in the quality assurance process and suggest enhancements.
- Maintain accurate records of assessments, feedback, and approval statuses in Asana for the standard documents.
- Ensure compliance with publication standards, ethical guidelines, and institutional policies.

Life Management Science Labs

Technical Editor

August 2023 - July 2024

- 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



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

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PROFESSIONAL RESUME

EXPERIENCES

Origin Hope Media Group Limited

Subcontractor Content Writer May 2022 - September 2023

- 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

Chief Editor and Translator February 2017 - Present

- 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.

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.



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PARTICULAR PROWESS

- Adobe Audition
- Basic Web Programmer (CSS & HTML)
- CAT Tool (Trados Studio)
- 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