Hello

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Putri

PUTRI YUNI UTAMI

Linguist | Technical Editor | Translator | Content Writer

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in linkedin.com/in/putri-yuni-utami/

📍 Yogyakarta, Indonesia

🌐 https://putriyuniutami.com/

About Me

I am a dedicated QA Specialist and Linguist with a Master's degree and over 7 years of experience in technical editing and document auditing. I am an expert in identifying issues and resolving programs promptly while maintaining a 98% accuracy rate.

I am adept at handling high-volume workloads, including the production of Research Vaults and Protocols. I possess strong technical prowess in Trados Studio and basic web development, combined with a deep commitment to meeting deadlines and delivering innovative, structural solutions for complex data.

Core Skills

- Academic Editing & Proofreading
- Technical Documentation
- Translation (English–Indonesian)
- Content Writing & SEO
- Research & Documentation
- Transcription
- Copywriting
- Quality Assurance
- Content Strategy

EDUCATION

Universitas Sebelas Maret | GPA: 3.78/4.0

Masters of Art in Linguistics (Translation)

Universitas Ahmad Dahlan | GPA: 3.73/4.0

Bachelor of English Language Education

Experience

QA Specialist
Life Management Science Labs

August 2024 – April 2026

I manage the end-to-end review and production of four Research Vaults monthly, consolidating complex research data into centralized, publication-ready repositories. I evaluate and approve four Compendiums and ten Protocols each month, ensuring 100% compliance with technical specifications and ethical guidelines. My role involves auditing 5–10 standard documents monthly to maintain a 98% proofreading accuracy rate, meticulously correcting grammatical and formatting errors in technical texts.

I also validate 5–7 documents per month for academic adherence and relevance. I collaborate closely with Technical Editors to implement 75% of suggested process improvements quarterly, successfully streamlining the publication workflow. To ensure operational transparency, I maintain 100% accurate records of all assessments and approval statuses in Asana. My work ensures that all materials meet rigorous quality standards, transforming raw research into polished, authoritative academic documentation.

Technical Editor
Life Management Science Labs

August 2023 – July 2024

I interpret complex research handover documents to author high-quality standard documents, producing four major technical publications monthly for specific audiences. I partner with Junior and Senior Researchers to ensure 100% accuracy in content, style, and technical specifications for all documentation. My role involves performing rigorous reviews and corrections, focusing on clarity, grammar, and structural flow to meet strict institutional standards.

To drive operational efficiency, I developed and implemented standardized document templates that reduced formatting time for the technical editing team by 20%. I also manage the company website's technical content. Furthermore, I provide actionable feedback and advice to research teams,

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CERTIFICATIONS

- CISDE: Certified International Specialist in Data Engineering (PASAS).
- Web Programming: Fundamental Steps to be a Web Programmer (HACKTIV8).
- Translation: Bengkel Penerjemahan (Ministry of Education and Culture).

languages

Indonesian

Javanese

English

Experience

Subcontractor Content Writer
May 2022 – September 2023

Origin Hope Media Group Limited

I produced over 15,000 words of high-quality content daily, including blog articles, news stories, product descriptions, and video scripts, consistently meeting strict deadlines. I collaborated effectively within a team of writers to deliver a collective output of over 100 articles per week. My role required conducting thorough research on diverse industry-related topics to generate innovative ideas and fresh content formats.

Mortgage Finance & Back Office HR
February 2021 – May 2022

PT. IZPAL Investama Properti

I managed daily recaps and the meticulous preparation of legal documentation for consumer mortgage applications. I took the lead in designing and implementing an administrative workflow that increased departmental efficiency by 15%, ensuring high productivity through well-organized work procedures and refined systems.

Additionally, I led end-to-end recruitment efforts, where I was responsible for screening, interviewing, and placing candidates in diverse operational roles to support organizational growth. My dual focus on financial documentation and human resources allowed me to implement action plans that solved operational bottlenecks and streamlined the mortgage processing cycle

Chief Editor and Translator
February 2017 – Present

Fienyx Translation

I provide expert translation services between English and Indonesian, specializing in complex legal and technical materials. I ensure consistent terminology and tone across all projects, maintaining high quality for diverse clients. By implementing CAT tools like Trados Studio, I successfully increased proofreading and editing efficiency by 30%.

My role involves discussing specific requirements with clients, managing fee structures, and conducting rigorous revisions to ensure translated materials retain the exact meaning and feeling of the original content. I also perform specialized terminology checks to ensure accuracy and consistency across all revision cycles.