

# Hello

i'm

Putri



## PUTRI YUNI UTAMI

Language & Content Specialist · Technical Editing · Translation · Quality Assurance



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### About Me

A dedicated Language & Content Specialist with a Master's degree in Linguistics (Translation) and over 8 years of experience in technical editing, English-Indonesian translation, quality assurance, and high-volume content production.

I maintain a consistent 98% proofreading accuracy rate and have successfully managed complex, multi-document workflows in academic research and media environments.

### KEY ACHIEVEMENTS

- Maintained a 98% proofreading accuracy rate across 5-10 audited documents per month over a 2-year QA tenure.
- Developed standardized documentation templates that reduced team formatting time by 20%, adopted across all editorial workflows.
- Implemented Trados Studio CAT workflows at Fienyx Translation, increasing proofreading and editing efficiency by 30%.
- Produced 15,000+ words of publication-quality content daily at Origin Hope Media Group
- Drove 75% adoption of process improvement recommendations quarterly, streamlining the academic publication pipeline.

### CORE SKILLS

- ◆ Technical Editing
- ◆ Academic Proofreading
- ◆ Translation EN-ID
- ◆ Quality Assurance
- ◆ Document Auditing
- ◆ Content Writing & SEO
- ◆ Research Documentation
- ◆ Transcription
- ◆ Copywriting
- ◆ Content Strategy
- ◆ Generative AI Workflow Integration
- ◆ Strategic Prompt Engineering

### PROFESSIONAL EXPERIENCE

#### QA Specialist

Life Management Science Labs

August 2024 - April 2026

- Led end-to-end review and production of 4 Research Vaults monthly, consolidating complex research data into centralized, publication-ready repositories.
- Evaluated and approved 10 Compendiums and 2 Protocols per month, ensuring 100% adherence to technical specifications and ethical guidelines.
- Sustained a 98% proofreading accuracy rate by auditing 5-10 standard documents monthly, meticulously correcting grammatical and formatting errors across technical texts.
- Validated 5-7 documents per month for academic adherence; collaborated with Technical Editors to implement 75% of suggested process improvements quarterly.
- Maintained complete, accurate records of all assessments and approval statuses in Asana, ensuring full operational transparency across the editorial team.

98% Accuracy · 100% Compliance · 10 Compendiums /Month · 75% Improvements Adopted

### 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

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### Let's Work Together!

Whether you need a full-time language specialist, a freelance editor for a one-off project, or a long-term QA partner, I'd love to hear about it.

Reach out and let's make your content exceptional. I'm happy to jump on a quick call or respond by email within 24 hours.

### TOOLS & TECH

- ◆ Trados Studio (CAT)
- ◆ Asana
- ◆ Microsoft Word
- ◆ Google Workspace
- ◆ Slack
- ◆ Trello
- ◆ OpenAI
- ◆ Anthropic AI
- ◆ Google Gemini
- ◆ SEO Tools
- ◆ Visual Studio Code
- ◆ Basic Web Dev

### CERTIFICATIONS

- ◆ CISDE – Data Engineering (PASAS)
- ◆ SEO Professional Cert. (Moz)
- ◆ Responsible AI Foundations
- ◆ Web Programming (HACKTIV8)
- ◆ Bengkel Penerjemahan (Indonesian Ministry of Education)

### CERTIFICATIONS

- ◆ Indonesian – Native
- ◆ Javanese – Native
- ◆ English – Professional

## PROFESSIONAL EXPERIENCE

### Technical Editor

Life Management Science Labs

August 2023– July 2024

- Authored 4 major technical publications monthly, interpreting complex research handover documents for specific academic audiences.
- Partnered with Junior and Senior Researchers to ensure 100% accuracy in content, style, and technical specifications across all documentation.
- Designed and implemented standardized document templates that reduced formatting time for the editorial team by 20%.
- Managed technical content on the company website and provided actionable editorial feedback to research teams to raise documentation standards.

4 Publications/Month · 20% Time Reduction · 100% Spec Accuracy

### Subcontractor Content Writer

Origin Hope Media Group Limited

May 2022 – Sep 2023

- Produced 15,000+ words of high-quality content daily, spanning blog articles, news stories, product descriptions, and video scripts.
- Contributed to a collaborative weekly output of 100+ articles, conducting thorough research across diverse industries to generate innovative, audience-specific content formats.

15,000+ Words/Day · 100+ Articles/Week (Team)

### Chief Editor & Translator

Fienyx Translation

Feb 2017 – Present

- Provided expert English–Indonesian translation for complex legal contracts, technical manuals, and corporate materials for diverse domestic and international clients.
- Increased proofreading and editing efficiency by 30% by implementing Trados Studio and standardized CAT workflows, reducing revision cycles significantly.
- Managed client relationships, fee structures, and rigorous revision processes
- Ensured every translated document retains the exact meaning, tone, and register of the source.
- Conducted specialized terminology checks to maintain consistency across all document types and revision cycles.

30% Efficiency Gain · Trados Studio · Legal & Technical Specialization · 7+ Years