

TEGUH IRAWAN, S.S.

English - Indonesian Translator, Editor & Proofreader

Jl. Gunung Salak 9 Bancarkembar, Purwokerto, INDONESIA 53121

Phone/Fax: +62 0281 640188; **e-Fax (US):** +1 419 735 4030

E-mail: info@tgtrans.com or tirawan@gmx.net

Website: <http://www.tgtrans.com>

SUMMARY OF QUALIFICATIONS

- Language pairs: English into Indonesian, English into Javanese.
- Native speaker of Bahasa Indonesia (citizen of the Republic of Indonesia), with approximately **9 years** of extensive translating experience (since 1993), both as in-house translator, working among English native speakers & with the end-clients, and as a freelance translator, working for international clients.
- Bachelor Degree in English Literature (cum laude, **GPA 3.64** out of 4) from Gadjah Mada University, the oldest and, arguably, the best university in Indonesia.
- Diploma in Translator Training (Mining Industry) from PT Newmont Nusa Tenggara (a copper and gold mining co.) as authorized by the Training Accreditation Council in Western Australia, an agent for the Australian National Training Authority.
- Naturally talented with long history of outstanding English proficiency back to the secondary school (last TOEFL score: **627**). Driven by a real passion for languages, highly skilled in writing in Indonesian language, the mother tongue, within various registers and genres, using the most up-to-date terminology and styles.
- Highly resourceful for translation work: supported by a worldwide Network of professionals and experts in their own fields, excellent research skills necessary for achieving the best translations, high-speed touch-typing (**60** average wpm), excellent computer mastery, creative and inquisitive.
- Proven dependability for extremely urgent works (over **3000 words per day**); ALWAYS comply with agreed deadlines and very frequently beat deadlines.
- Capable of working on almost any file types (including tagged files or pre-segmented files) and to provide translation memory in the standard Translation Memory eXchange (tmx) or Trados TM format (tmw).
- Proven excellence as an all-around worker, as well as a team player.
- Excellent track records with international translation agencies and end-clients.

RELEVANT WORK EXPERIENCES

- November 2000 – Present **Professional Full Time Freelance Translator**
Work for more than 30 clients (agencies and end-clients) from all over the world.
- May 1999 – October 2000 **In-house Senior Translator**

PT. Newmont Nusa Tenggara, Mataram & Sumbawa

- Used CAT software (STAR Transit) for technical translations in Novell Netware network environment.
- Led a team to complete translation assignment, mentor new-entry translators, edited the translations by other translators.
- July 1998 – April 1999 **Full-Time Translator**
PeMad Project Management, Yogyakarta
- September 1993 – February 1998 **Part Time Freelance Translator**
(Concurrent with Education in Gadjah Mada University)
 - Translated a wide-range of translation materials mostly for academic use that covers subjects such as technical textbooks, social sciences, political sciences, economics, physics, biology, animal husbandry, laws, and religions (Christianity).

DOCUMENTS HANDLED

- training modules and manuals,
- product manuals (from heavy equipment to sophisticated electronic products)
- policies & procedures, guidelines, standard practices, company guidelines
- various types of reports: accident reports, executive reports, environmental reports, annual reports
- agreements and contract documents, international conventions, legal documents (birth certificates, marriage certificates, certificate of good conduct, etc.),
- polling documents, questionnaires, statistical reports, interviewers training manual
- organization/institutional profiles
- video storyboards, video scripts, play scripts
- advertorial, slogans & mottos, advertising copy
- interactive web sites (xml), webhelp, help files
- employee surveys, human resources training manuals for managers and employees, management books, handbooks/textbooks
- waste-water treatment facility manual, material safety data sheet (MSDS)
- newspaper articles, in-house company newsletter articles
- minutes of meeting, memorandums, advisory documents, executive correspondences
- management presentations, speech texts
- etc.

EDUCATION/CERTIFICATION

Diploma in Translator Training (Mining Industry), Sept. 2000

PT Newmont Nusa Tenggara, authorized by Training Accreditation Council in Western Australia, agent for the Australian National Training Authority.

Bachelor of Literature (*Sarjana Sastra*), Feb. 1998

English Language and Literature, Gadjah Mada University; *Cum Laude*, GPA 3,64 of 4.

SPECIALIZATION

- Engineering/Technical
- Oil and Gas
- Mining Industry
- Human Resources
- Economics, Business, Marketing
- Politics, Government, International Relations
- Environmental and the related subjects

TRANSLATION-RELATED SEMINARS ATTENDED

- *Menggunakan Bahasa Indonesia dengan Baik dan Benar dalam Penerjemahan bersama J.S. Badudu*, (Using Indonesian Properly and Correctly in Translation) Translation Unit PTNNT, 1999
- *Teknik dan Seni Menerjemahkan Ditinjau dari Berbagai Perspektif* (The Techniques and Arts of Translation as Reviewed From Various Perspective) English Department Student Association, Gadjah Mada University, 1996

HARDWARE

- IBM PC Athlon XP 2100+, 20 Gb & 40 Gb HDD, 512 Mb RAM, Sony CD-RW
- IBM PC Pentium III 850c Mhz, 20 Gb HDD, 512 Mb RAM, CD-Rom drive
- UPS (ISO 9001- rated)
- Panasonic Fax machine
- Canon Bubble-Jet Printer
- Canon Scanner
- Internet connection with V.92 56Kbps voice-data-fax modem

SOFTWARE

- Operating Systems: Microsoft Windows 98SE, 2000.

- Office Applications: Microsoft Office 97, 2000 (Word, Excel, PowerPoint, Access, FrontPage), WordPerfect, Acrobat
- CAT Applications: Champollion Wordfast 3.5, Trados 5.5 Freelance
- DTP: PageMaker, FrameMaker, Illustrator, Acrobat, QuarkXPress (PC)

KEY REFERENCES

1. KERKAN WIGNYAWINATA (Mr)
 Official of International Republican Institute, Jakarta
 Relationship: Client (end-client)
 Address: Jl. Setiabudi Timur 19 Jakarta, Indonesia
 Phone: +62 0812 827 1698, Fax: +62 (021) 571 3042
 Email: kerkan@attglobal.net
2. LUCIANA FERRERO (Ms)
 Former Superintendent of PTNNT Translation Unit and then Public Relations acting-Manager of PTNNT, currently Exxon Mobile Oil Indonesia Community Development Manager/Specialist.
 Relationship: Former superior in PTNNT
 Address: Jakarta, Indonesia.
 Email: lucifero@attglobal.net
3. BARRY MACHMENT (Mr)
 GoUK.com Translations (<http://www.goUK.com>)
 Relationship: Client (agency-client)
 Address: PO Box 114 Petersfield, Hants, GU32 2FA, The United Kingdom
 Phone: + 44 (0) 1730 263 006, Fax: + 44 (0) 1730 264 251
 Email: email@gouk.com