

M. RAMDHAN ADHI

PROFESSIONAL TRANSLATOR



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EXPERIENCE

FREELANCE TRANSLATOR | (2011 – present)

FULL TIME

- Translation
- Editing
- Proofreading
- Linguistic Testing

FREELANCE TRANSLATOR | (2002 – 2011)

PART TIME

LECTURER | (2002 – 2011)

ADJUNCT LECTURER

- Teaching English for Business & Accounting.
- Teaching Linguistics
- Teaching Academic Writing for Undergraduates

EDUCATION

MASTER DEGREE | (2015 – present)

EDUCATION MANAGEMENT

Pursuing a master degree in Education Management
Magister Program in School of Postgraduate Studies,
Universitas Islam Nusanantara, Bandung.

BACHELOR DEGREE | (1998 – 2006)

ENGLISH EDUCATION

Department of English Education, Faculty of Language
and Arts, Indonesia University of Education,
concentration in *Translating-Interpreting Program*.

CAT TOOLS

SDL TRADOS STUDIO

MEMOQ

WORDFAST

IDIOM WORLDSERVER

SMARTLING

XTM

ABOUT ME

A multi-skilled, reliable and resourceful translator with a proven ability to handle English-Indonesian translation projects. A hard-and-smart worker, independent thinker, open communicator and voracious learner. Well-mannered, articulate and fully aware of diversity and multicultural issues.

CERTIFICATION

English-Indonesian, HPI Certified TSN/2013/1/01U/015.

AREAS OF EXPERTISE

ACCOUNTING & FINANCE

BUSINESS & CORPORATE

IT (COMP, INTERNET, GADGET)

HEALTH & MEDICAL

HUMAN RESOURCES

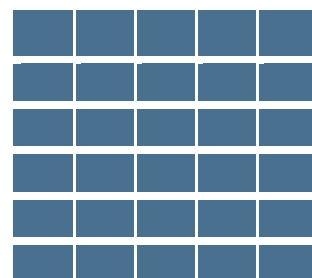
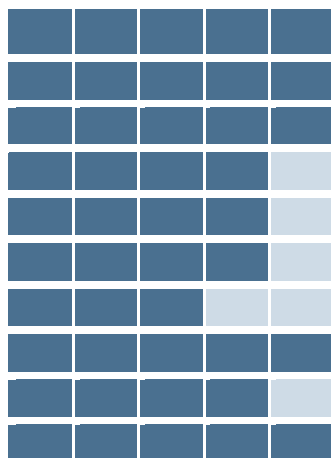
MARKETING

OIL & GAS

SPORTS

TELECOMMUNICATIONS

TRAVEL & TOURISM



PROJECT HIGHLIGHTS since 2011; word counts rounded to closest tens of thousands for simplicity in display.

PROJECTS	WORDS TRANSLATED
Business/Finance/Insurance/Forex FXPrimus Website Localization HotForex Website Localization OANDA Forex Trading Company Moody's Analytics - Consumer Lending Training Infor Landmark Technology Framework Avrist Purchase Protection Policy Fitch Ratings Documents ACE Freight Forwarding Insurance ACE Insurance Policy Documents The Financial Services Authority (OJK) – Risk Management Documents Homeland Security Investigations – Transnational Organized Crimes Documents Asuransi Jiwasraya Group Life Insurance Research-based Articles for International Journal	2,550,000
IT - Computer & Internet Hewlett-Packard Infolab, Training & Marketing Documents Dell Force 10 Product Description and Manual Microsoft Office Software Trend Micro Software SAP Terminology Software Condeco Localization of Booking Software Western Union Point of Sale Technology Western Digital Marketing and Supply Chain Documents Apple Localization of Online Store Facebook Localization of Facebook.com FAQ Foursquare Localization of Website & Mobile App Path Localization of Mobile App for iOS and Android Hitachi Website Localization Intel Website Localization Intel AppUp Developer Program Intel Training & Marketing Materials Intuit Localization of QuickBooks Website Limra Localization of Assessment Hub Yahoo! Localization of Yahoo Sport News Shutterstock Localization of BIGSTOCKPHOTO.COM WorldPay Localization of Payment Processor Website Condeco Software Localization F5 Networks Email Security Applications Symantec Family Online Safety Guide Cybersource Indonesia Payment Gateway IMVU Website Localization Infor Landmark Technology Framework Omron E-learning Localization	1,700,000
Travel & Tourism Asiarooms Website Localization Accorhotels Website Localization Gotogate Website Localization Expedia Company Newsletter and Reports AVE Experience Trip Destinations	950,000

Hertz Website Localization	
VisitDubai Website Localization	
General Health & Medical Technology	900,000
General Electric Healthcare - Optima CT660 Manual	
General Electric Vscan Clinical Education	
General Electric Manual for CRITIKON® Blood Pressure Cuffs	
Rentokil Initial SHE Newsletter	
Siemens AXIOS Sensis XP Operator Manual	
Siemens CT syngo.via	
Omron Health Devices	
Corporate - Marketing/PR/HR Management	550,000
Chevron CSR, Marketing, HR Documents	
British Petroleum HR Documents	
Tognum AG Training and HR Documents	
Colfax Training and HR Documents	
Cigna Training and HR Documents	
Manulife Training and HR Documents	
Kohler HR Documents	
Lotte Site Management Documents	
Unilever HR Documents	
Diebold Equity and Incentive Plan	
Baker Hughes New Hire Orientation Facilitator Guide	
T.D. Williamson Foreign Corrupt Practices Act Compliance Manual	
Manufacturing	530,000
Asia Pacific Metalworking Equipment News (APMEN)	
Timken Technical Documents	
Andritz Machinery Manuals and Systems	
Iwaki Website Localization	
Aggreko LockOut TagOut Manual	
Mobile Phones/Telecommunications	450,000
Research In Motion Blackberry Manual	
Just.me Mobile App for iOS	
Message.Me Mobile App for iOS and Android	
ScoreMobileFC Mobile App	
Samsung Operating System and Manual	
Motorola Manual for Two-Way Radio	
Sony Android Operating System	
Huawei EULA and Keyboard Manual	
Qualcomm Snapdragon Training & Marketing Documents	
Social Science & Society	180,000
Lion Magazine Indonesia Edition	
Legal Documents	150,000
Sakai Sushi Restaurant Franchise Agreement	
Logitech End User License Agreement	
UPI and Intel Corp MoU Documents	
UPI and Kolej Islam Singapore MoU Documents	
Diebold Restricted Stock Unit Agreement	
The Audit Board of The Republic Indonesia (BPK) – Quality Assurance Documents	
Automotive	145,000
Porsche 911 Carrera Specification & Manual	
BMW Owner's Handbook	
Mazda DPI Challenge Strategy	

Camera & Photography	130,000
Canon The World of EF Lenses Handbook Canon Asia Snapshot	
Electronics - Home Appliances	85,000
Electrolux Oven Toaster Manual and Marketing Documents Samsung Refrigerator Manual and Marketing Documents Philips ProCare Curler Specification and User Manual	
Natural Science & Forestry	80,000
CIFOR Articles and Books	
Mining-Oil-Gas	50,000
Nusa Halmahera Mineral Managed Pressure Operation Documents Nusa Halmahera Mineral Post-Mining Overview Documents	
Sports	28,000
Yahoo! Sports Articles News Corp's BallBall.com Website Localization	

BOOKS TRANSLATED

1. Blah Blah Blah: What To Do When Words Don't Work. Dan Roam. Elex Media Komputindo. Jakarta. 2013
2. Digital Wars: Apple, Google, Microsoft and the Battle for the Internet. Charles Arthur. Elex Media Komputindo. Jakarta. 2012
3. The Lucky Bastard. Adam Wong with Adam Khoo. Elex Media Komputindo. Jakarta. 2012
4. Contemporary Business 13th ed. Louis E. Boone & David L. Kurtz. John Wiley & Sons, Inc. Salemba Empat. 2012
5. The No Limits Habit. Adam Khoo. PT Elex Media Komputindo. Jakarta. 2012
6. World Development Report: Conflict, Security, and Development. The World Bank. Salemba Empat. Jakarta. 2011
7. A Practical Guide to Financial Reporting Standards (Ng Eng Juan). Salemba Empat. Jakarta. 2011
8. Analysis of Investments and Management of Portfolios 1 9E (Keith C. Brown, Frank K. Reilly). Salemba Empat. Jakarta. 2011
9. Essentials of Investments 18Ed (Zvi Bodie, Alex Kane, Alan J. Marcus), Salemba Empat. Jakarta. 2011
10. Cost Management, A Strategic Emphasis Ed.5 (Blocher, Stout, Cokins), Salemba Empat. Jakarta. 2011
11. Cost Accounting - Foundations and Evolutions 2 ed.7 (Raiborn/Kinney), Salemba Empat. Jakarta. 2011
12. Multivariate Data Analysis. Joseph F. Hair, Jr., et. al. Salemba Empat. Jakarta. 2010.
13. Managing Risk & Creating Value with Microfinance. Mike Goldberg & Eric Palladini. Salemba Empat. Jakarta. 2010
14. Analyzing Banking Risk. ed.3. Hennie Van Greuning, et. al. Salemba Empat. Jakarta. 2010.
15. Theories of Childhood: An Introduction to Dewey, Montessori, Erikson, Piaget & Vygotsky. Redleaf Press. Fonwera Consulting. Bandung. 2010
16. The Global Financial Crisis, Pustaka Thariqul Izzah, Bogor, 2009
17. Kisah Hikmah dari Al-Quran (Stories of the Quran), Ibn Katsir. Pustaka Thariqul Izzah, Bogor, 2009
18. Geopolitical Myths, Pustaka Thariqul Izzah, Bogor, 2008
19. The Global Credit Crunch & The Crisis of Capitalism, Pustaka Thariqul Izzah, Bogor, 2008
20. Radicalisation, Extremism, and Islamism, Pustaka Thariqul Izzah, Bogor, 2008
21. Iraq: A New Way Forward, Pustaka Thariqul Izzah, Bogor, 2007
22. Siapa Yang Layak Sebagai Pembuat Hukum? (Who Is The Legislator?). Pustaka Thariqul Izzah, Bogor, 2004
23. Fikih Minoritas: Upaya Menikam Islam (The Fiqh of Minorities: The New Fiqh To Subvert Islam), Pustaka Thariqul Izzah, Bogor, 2004
24. Rahasia Di Balik Keteraturan dan Keganjilan Alam Semesta (Rational Universe, Irrational Odds). M. Abdur-Rahman. Pustaka Thariqul Izzah, Bogor, 2004
25. Kisah Pilihan dari Kehidupan Rasulullah saw (Selected Stories from the Prophet Muhammad SAW), Pustaka Thariqul Izzah, Bogor, 2004
26. Bagaimana Membangun Kembali Negara Khilafah (Method to Re-Establish the Khilafah), Pustaka Thariqul Izzah, Bogor, 2004
27. Senjata Pemusnah Massal dan Kebijakan Kolonialis (The Weapons of Mass Destruction and the Colonialist Foreign Policy), Pustaka Thariqul Izzah, Bogor, 2003

TEXTBOOKS WRITTEN

1. English Textbook for Junior High School. Penerbit Armico, Bandung. 2009
2. English Textbook for Elementary School. Penerbit Armico, Bandung. 2009
3. Buku Pelajaran Bahasa Inggris untuk SMK, co-author with Eri Kurniawan, S.Pd., Mahardhika Zifana, S.Pd., Penerbit Grafindo Media Pratama, Bandung. 2008. (English Textbook for Vocational School)
4. Buku Pelajaran Bahasa Inggris untuk SMP, co-author with Wawan Gunawan, S.Pd., M.EdSt., Penerbit Litera, Jakarta. 2008. (English Textbook for Junior High School)
5. Buku Pelajaran Bahasa Inggris untuk SMP, co-author with Eri Kurniawan, S.Pd. dan R. Dian Dhia-an M., S.Pd., Penerbit Ricardo, Jakarta. 2006. (English Textbook for Junior High School)
6. Buku Pelajaran Bahasa Indonesia untuk SMP, co-author with Mahmud Fasya, S.Pd., Penerbit Infrasa, Bandung. 2005. (Bahasa Indonesia Textbook for Junior High School)
7. Editor lepas untuk SMILE - Buku Pelajaran Bahasa Inggris Sekolah Dasar Kelas 2, Sinergi Pustaka Indonesia, Bandung. 2005. (English Textbook for Elementary School)