

# AL QARATU AINI QURAININ

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## PROFESSIONAL SUMMARY

A fresh graduate of English Literature study program experiences as a freelancer translator and English content editor.

## SKILLS

- Document interpretation
- English to Indonesia translation
- Proofreading and editing
- Time management
- Self-directed
- Media research
- Written communication
- English editing and proofreading
- Extensive knowledge of Media Representation
- Clear communicator of complex ideas
- Organized and detailed
- Public speaking ability
- Skilled in Microsoft Office

## WORK HISTORY

Sept 2018 – Current

### Freelance Translator

Kendari, Indonesia

- Freelance translation for journal articles, abstracts, etc. (English – Indonesia and vice versa).
- Reviewed final works to spot and correct errors in punctuation, grammar and translation.
- Communicated effectively with clients to establish scope and requirements of translation, following up after submission of work to confirm satisfaction and understanding.
- Provided oral translations and interpretations for audience/ clients during Training and Public Speaking events, successfully maintaining pace with native speakers to deliver real-time comprehension.
- Supported student education by accompanying non-English speaking individuals to classes, study sessions and assemblies to translate instruction, conversation and documents.
- Consulted specialized dictionaries, thesauruses and reference books to identify closest equivalents for nuanced terminology, words and phrases.
- Provided cultural input to speakers to help parties who did not speak similar languages communicate with and understand one another.

Apr 2019

### Assistant Lecturer

Halu Oleo University

Kambu, South East Sulawesi

- Teaching for major in literature.
- Taught undergraduate classes per semester in English Literature.
- Selected appropriate support materials such as semiotics and semiology to meet student learning needs.

- Developed and implemented lesson plans that covered literature, writing and communication objectives for 4th semester English classes.
- Taught students how to move past pre-conceived ideas and expand understanding of literary theory.
- Created new lesson plans based on course objectives.
- Facilitated group sessions and provided one-on-one support.
- Supervised academic work of students in multiple levels of English language instruction including advanced grammar, modern American literature, European literature and composition.

## EDUCATION

2019

### **Bachelor of Literature (S.S.): American and English Literature**

Halu Oleo University | Kambu, South East of Sulawesi

- Thesis: "The Depiction of Italian Americans in Mario Puzo's Novel *The Godfather*"
- Graduated in Bachelor of Literature (S.S) with GPA 3.55 out of 4
- Graduated cum laude
- Professional development completed in Culture, Media, and Identities Representation
- Member of Student Association of English Literature Study Program

2015

### **High School Diploma**

- Vocational High School: Graduated in Fashion Design with excellent grade
- Professional development completed in making pattern

## ADDITIONAL INFORMATION

Detail-oriented recent college graduated with a Bachelor of Literature (S.S) in English Literature (3.55 GPA), with 11 months of work experience in translation.