

## RESUME

### RESUME CAPSULE

- Certified Translator for Legal Documents (Eng-Ind)
- Native speaker of Indonesian
- Working full time as freelance translator
- Specialized in Business, Finance, and Legal Translation

### Personal Data

Name : **Hauriyah Zen Hadi**  
a.k.a Ruri Hadi

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Place & Date of Birth : **Jakarta, Indonesia, October 1, 1980**



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### Education

**Magister Management (MBA) from the Faculty of Economics,  
Universitas Indonesia, Jakarta, Indonesia (2006)**  
Majoring in Financial Management

**Bachelor Degree in Landscape Architecture from Institut  
Pertanian, Bogor, West Java, Indonesia (2003)**  
Majoring in Agriculture

### Credentials

2007 Certificate for translation of legal documents from English to Indonesian awarded by the Institute of International Languages, Faculty of Humanity - Universitas Indonesia, Jakarta (Lembaga Bahasa Internasional - Fakultas Ilmu Pengetahuan Budaya - Universitas Indonesia – LBI FIB-UI, Jakarta).

## **Language Pair**

English-Indonesian

## **Past Translation Projects**

1. Laws & Regulations: business contracts, collective labour agreement, Ministerial Decrees.
2. Certificates: birth, marriage, diplomas.
3. General documents: letters, e-mails, profiles, curriculum vitae, brochures.
4. Management articles: management, finance, business
5. Books: Seven Step Business Plan, The Thirty Day MBA (Introduction, Chapters 1 and 2)

## **Computer Skills**

Microsoft programs: Word, Excel, PowerPoint

## **Courses**

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|------|---|
| 2009 | Translation of Legal Documents at LBI-UI (Institute of International Languages, Faculty of Humanity - Universitas Indonesia, Jakarta) |
| 2009 | English Grammar for Translators and Writers at Atmajaya University, Jakarta   |
| 2008 | General English Translation Class at LBI-UI   |
| 2006 | English Conversation class at EF (English First)  |
| 1997 | General English at Lembaga Indonesia Amerika (Indonesian American Institute)  |