

# Curriculum Vitae

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## 基本信息 Basic Information

<b>姓名</b> : Ruhana Dewi Setyawati <b>Full Name</b>	<b>照片</b> : 2022.7 <b>Photo</b>	
<b>称呼名称</b> : 黛薇 <b>Nick Name</b> : Dewi		
<b>性别</b> : 女性 <b>Gender</b> : Female		
<b>毕业院校</b> : 印度尼西亚大学 Universitas Indonesia (国立) (Government) 文学系 - 中文 Literature Faculty - Chinese		
<b>学历</b> : 毕业生 <b>Degree</b> : Bachelor Degree	<b>微信</b> : d3wiLau <b>WeChat</b>	
<b>联系电话</b> : +62 821 89 000 411 <b>Phone</b>	<b>WhatsApp</b> : +62 817 916 4054	
<b>邮件</b> : d3wilau@gmail.com <b>Email</b>	<b>LinkedIn</b> : <a href="https://www.linkedin.com/in/r-dewi-setyawati-16941a20">https://www.linkedin.com/in/r-dewi-setyawati-16941a20</a>	
<b>出生日</b> : 1977.5.9 <b>Birthday</b> : May 9 <sup>th</sup> , 1997	<b>现居地址</b> : 印度尼西亚, 中爪哇, 苏拉加达市 <b>Current Address</b> : Surakarta, Central Java, Indonesia	

## 总结 Summary

热爱的学外语。除了从 2017 年 11 月起做项目的现场翻译, 提供翻译和综合服务之外, 之前我也在几个不同的工作行业工作过。例如一家语言补习班的营销经理, 教师主管, 老师, 文案员, 配音员, 调查员, 印尼女士周刊的记者和编辑员。我发现上述类工作刺激并有益。我对快速截止日期是重中之重, 快速变化的任务是常态的环境觉得没问题。如果您在寻找一个富有创造力和高生产力性并将问题视为成长和学习机会的人, 我相信我是这份工作的合适人选。

I love language learning. Other than working as a full-time construction site translator and interpreter while providing general assistance since November 2017, I have worked in several different work fields before, such as a marketing manager, teacher coordinator, teacher, writer, dubber, surveyor, journalist and editor in Tabloid Wanita Indonesia. I find those type of work to be both stimulating, as well as rewarding. I am comfortable with fast-paced environment, where deadlines are a priority and rapidly changing tasks are the norm. If you are seeking a creative and highly productive individual who looks at problems as opportunities to grow and learn, then I believe I am the right person for the job.

工作领域: 翻译, 口译, 语言, 印尼语, 英语, 中文。

Specialties: Translation, Interpretation, Language, Bahasa Indonesia, English, Mandarin Chinese

## 技能, 培训与证书 Skills, Training and Certificates

### 软件:

#### Softwares

- WPS 与 Microsoft Office (365, Word, Excel, Powerpoint, Outlook)
- Adobe Photoshop

### 语言:

#### Languages

- 印尼语 (母语)
- 英语 (高级)
- 中文 (中级)
- Bahasa Indonesia (native)
- English (advanced)
- Mandarin Chinese (intermediate)

### 培训:

#### Training

- Internusa 网站建设
- LBI-LIA Pratama Mulia Surakarta
- Internusa website building
- LBI-LIA Pratama Mulia Surakarta

	英语高级 3 毕业	Graduate of Advanced 3 Class
	<ul style="list-style-type: none"> <li>Mie Gakuen 日语基础 2</li> </ul>	<ul style="list-style-type: none"> <li>Mie Gakuen Basic Japanese 2</li> </ul>
<b>证书:</b> Certificates	<ul style="list-style-type: none"> <li>European Institute of Leadership &amp; Management 小型工商管理硕士程序</li> <li>Coursera 的 Google 项目管理培训基础</li> <li>Kelas.com 的人力资源基础培训</li> <li>印度尼西亚翻译家协会 (HPI)的正式成员证书</li> <li>EF-SET 英语标准测试</li> <li>汉语水平考试 (HSK) 4 级</li> <li>日语能力测试 (Noryoku Shiken/JLPT) 4 级</li> </ul>	<ul style="list-style-type: none"> <li>European Institute of Leadership &amp; Management: Mini MBA Program in Business Administration</li> <li>Coursera Google Project Management Basic</li> <li>Kelas.com Basic Human Resources Training</li> <li>Certificate membership of Indonesia Translator Association (HPI)</li> <li>EF-SET English Standard Test</li> <li>Mandarin Standard Test (HSK) Level 4</li> <li>Japanese Language Standard Test/JPTL Level 4</li> </ul>

## 教育背景 Educational Background

1995.07-2001.02	印度尼西亚大学 (国立) Universitas Indonesia (Government)	中文 (毕业生) Chinese (Bachelor Degree)
主修课程: 中文语言学, 印尼语语言学, 中国历史, 中国文化, 中国文学, 文化研究理论与方法, 哲学与现代思维, 中国文本研究, 英语, 拉丁语, 韩国语, 西班牙语, 其他。 Major Courses: Chinese Linguistics, Indonesian Linguistics, Chinese History, Chinese Culture, Chinese Literature, Cultural Studies Theory and Methods, Philosophy and Modern Thinking, Chinese Text Studies, English, Latin, Korean, Spanish, etc.		
1992-1995	AI-Islam I Surakarta 高中中学 AI-Islam I Surakarta Senior High	科学 Science
主修课程: 数学, 物理学, 化水学, 生物学, 印尼语, 英语, 阿拉伯语, 电脑操作, 印尼历史, 经济学, 其他。 Major Courses: Mathematics, Physics, Chemistry, Biology, Indonesian, English, Arabic, Computer Operation, Indonesian History, Economy, etc.		
1989-1992	AI-Islam I Surakarta 初中学 AI-Islam I Surakarta Junior High	
主修课程: 数学, 物理学, 生物学, 印度尼西亚历史, 印尼语, 英语, 阿拉伯语, 电气, 其他。 Major Courses: Mathematics, Physics, Biology, Indonesian History, Indonesian, English, Arabic, Electrical, etc.		
1983-1989	AI-Islam 2 Surakarta 小学 AI-Islam 2 Surakarta Elementary	
主修课程: 数学, 自然科学, 社会科学, 印尼语, 印尼历史, 阿拉伯语, 其他。 Major Courses: Mathematics, Natural Science, Social Science, Indonesian, Indonesian History, Arabic, etc.		
1981-1983	Bhayangkari Surakarta 幼儿园 Bhayangkari Surakarta Kindergarten	
主修课程: 数学, 写字, 看字, 其他。 Major Courses: Mathematics, Writing, Reading, etc.		

## 实习与工作经历 Internship and Work Experiences

### 翻译员与媒体管理有关的工作事项

#### Job related to translation and media management

#### 2017.11-今 - 印尼上海电建责任有限公司 - 项目翻译 (印尼语, 中文)

##### November 2017 - Now - PT Shanghai Electric Power Construction - Site Translator (Indonesian, Chinese)

▪ 雅加达总部和项目部各个部门如财务部、人事与外事处、综合部、工程部、商务部、资料部、安保部进行协助、实验、开会的口语与书面翻译员。

Oral and written translator, assisting various departments, both for Jakarta Head Office and Project Management Office, such as Finance Department, HR and External Department, General Affair Department, Engineering Department, Business Development Department, Documentation Department, Safety Department during meetings, test and daily activities.

#### 2011.03-2017.10 - 各家公司 - 自由翻译员

##### October 2009 - October 2017 - Various Companies - Freelance Translator

▪ **Dayco Australia:** 雅加达 JI Expo INAPA 2013 (东南亚最大的车子备件与设备展览会)

**Dayco Australia:** Jakarta JI Expo INAPA 2013 (the largest automotive spare parts and equipment exhibition in Southeast Asia)

▪ **Kalika International:** 雅加达 JI Expo INAPA 2012 (东南亚最大的车子备件与设备展览会)

**Kalika International:** Jakarta JI Expo INAPA 2012 (the largest automotive spare parts and equipment exhibition in Southeast Asia)

▪ **国际足球世界杂志的印尼版:** 将国际足球世界杂志原版的新闻与文章翻译成印尼语。

**Indonesia World Soccer Magazine International:** Translating news and articles from the original edition of the World Soccer Magazine International

▪ **TelkomVision:** 翻译 TelkomVision 频道的电子节目指南(EPG)

**TelkomVision:** Translating TelkomVision Electronic Program Guide (EPG)

▪ **各家公司:** 翻译电影与电视连续节目的字母 (中文, 英语, 印尼语), 其中; 鲤鱼跳龙门, Yoyo TV 各种电视节目, 竹音深处, Turtle Island, Cop & 1/2, Gigi, Little, East of Eden, Animal Mechanicals, Torchlighters, The Fairies, The Nate Berkus Show, Swirl Fighters, 公主复仇记, Beyond Our Ken, The Romantic Fool, Heart of Ice, Love Generation, Game Boy Kids, Love Amoeba Style, Dream Lover, Cheap Killers, Ghost Lantern, Your Place or Mine, King of Beggar, Days of Tomorrow, Undercover Hidden Dragon, Love Birds, Tarzan Cilik, 其他。

Various Companies: Translating movies and TV series subtitles (Mandarin, English, Bahasa Indonesia), some of the titles are; Bubble the Little Carp, various program from Yoyo TV, Desir Bambu, Beyond Our Ken, The Romantic Fool, Heart of Ice, Love Generation, Game Boy Kids, Love Amoeba Style, Dream Lover, Cheap Killers, Ghost Lantern, Your Place or Mine, King of Beggar, Days of Tomorrow, Undercover Hidden Dragon, Love Birds, Tarzan Cilik, etc.

#### 2012-2013 - Tulislah.com - 联合创始人

##### 2012-2013 - Tulislah.com - Cofounder

与同事们建立一家在线提供书面翻译, 编辑与审校服务公司。

Establishing an online document translation, editing and proofreading company with some colleagues.

#### 2002.4-2009.9 - 印尼女士周刊 - 翻译, 记者, 编者

##### 2002.4-2009.9 - Tabloid Wanita Indonesia - Translator, journalist, editor

将页面模板和内容创造概念, 排版, 收集信息, 写文章与点拨以及与编辑有关的责任关于: 给儿童的补充页面, 育儿与儿童保育, 心理学, 性和关系管理, 财务管理, 职业管理, 亚洲与国际娱乐新闻, 健康与健身管理, 广告。

Managing articles and columns on: Supplemental Pages for Children, Parenting and Childcare, Psychology, Sex & Relationship Managements, Financial Managements, Career Managements, Asian and International Entertainment News, Health and Fitness Managements, Advertorials.

## 教书与教育管理和营销有关的工作事项

### Job related to teaching and education management and marketing

2013.12-2017.10 - 雅加达新纽顿教育中心 - 市场营销负责人, 补习班运营管理负责人, 中文与印尼语教师

2013.12-2017.10 - Jakarta Newton Education Center - Marketing Department Manager, Course Program Operation Coordinator, Bahasa Indonesia and Mandarin Teacher

- 负责管理并执行公司的市场营销业务与相关事项;

Coordinating, managing and conducting marketing department tasks;

- 负责管理并执行公司补习班的业务与相关事项;

Coordinating, managing and conducting the company's course operational tasks;

- 负责管理并执行教书的业务有关的事项; 其中为安排到以下客户教书; BCA 总部银行, CTBC 银行, ICBC 银行, Royal Primary Academy 教中文的基础以及印尼中国大使馆教印尼语的基础。

Coordinating, managing and conducting teaching related tasks; such as arranged to teach Basic Mandarin to the following clients; BCA Head Office, CTBC Bank, ICBC Bank, Royal Primary Academy, as well as teaching Basic Bahasa Indonesia for the China Embassy.

2011.7-2013.3 - 无公司 - 自由印尼语老师

2011.7-2013.3 - No Company/Private - Freelance Bahasa Indonesia Teacher

- 为一些在雅加达工作的中国人执行教印尼语业务有关的事项。

Teaching Bahasa Indonesia to several expats who live in Jakarta.

2010.2-2011.8 - 雅加达国民大学 - 教师, 中文部门的秘书, 运营职员

2010.2-2011.8 - Universitas Nasional (UNAS) Jakarta - Teacher, Secretary of the Mandarin Department, Operation Staff

- 负责管理并执行中文部门的市场营销业务与相关事项;

Managing and conducting Mandarin Department Marketing tasks;

- 负责管理并执行中文部门的业务与相关事项;

Managing and conducting Mandarin Department related tasks;

- 负责管理并执行教书的业务有关的事项。

Managing and conducting teaching related tasks;

2009.10-2010.1 - Mindlab Indonesia - 教师, 翻译, 市场营销处理

2009.10-2010.1 - Mindlab Indonesia - Teacher, Translator, Marketing Assistant

- Mindlab International 英语版的课程翻译成印尼语;

Translating Mindlab International curriculum from English to Bahasa Indonesia;

- 向国际学校学生根据 Mindlab International 的课程负责管理与执行教书的业务有关的事项。

Teaching International School Students in accordance with the Mindlab International curriculum.

1997.3-2000.3 - Tokyoo Nihonggo Gakuin - 自由中文老师

1997.3 - Tokyoo Nihonggo Gakuin - Freelance Mandarin Teacher

根据雅加达 Tokyoo Nihonggo Gakuin 的中文课程教书。

Teaching Mandarin in accordance with the curriculum from Tokyoo Nihonggo Gakuin.

## 旅行管理有关的工作事项

### Job related to travel management

2013.5-2013.9 - Discover Bali Bayu Buana 旅行社 - 运营职员

2013.5-2013.9 - Discover Bali Bayu Buana Travel Company - Operational Staff

安排到在巴厘岛的 Bayu Buana Travel Service 的支部公司名叫 Discover Bali, 将给中国游客服务的运营管理落实。其中为从机场至酒店, 安排各个饭馆与旅游景点接送的车辆和司机, 订单以及导游安排。

Assigned to a branch company from Bayu Buana Travel Service Bali named Discover Bali, to handle the operation of the travel management for tourist from China, such as picking up and dropping guests to the hotel, the transportation and driver to take guests to restaurants and travel destinations, including the reservations as well as tourist guide arrangements

## 调查员有关的工作事项

### Job related to survey

1997.6-2001.7 - 印尼国家旅游部 - 出境游客自由调查员

1997.6-2001.7 - Indonesia Ministry of Tourism - Passenger Exit Surveyor

向通过雅加达机场将离开印尼的外国游客进行访谈为了了解并收集他们在印尼访问期间有关的信息。

Interviewing outbound tourist who departs from Jakarta to get several information related to their visit to Indonesia.

## 配音演员有关的工作事项

### Job related to voice overing/dubbing

1998.2-2022.10 - 各家公司 - 自由配音演员

1998.2-2022.10 - Various Company - Freelance Dubber/Voice over

▪ PT Dinosat Nusantara: 进口电视连戏剧自由英语配音员。

PT Dinosat Nusantara: English freelance dubber for imported TV Series.

▪ 印尼国家旅游部: 广告视频自由中文配音员。

Indonesia Ministry of Tourism: Mandarin dubber for commercial videos.

▪ Telkomsel: Telkomsel 007 广告视频提供中文翻译与配音。

Telkomsel: Mandarin translator and dubber for Telkomsel 007 commercial.