

Fandi Muhammad Hizbullah

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Work Experience

Foreign Technical Cooperation Analyst, Ministry of State Secretariat

March 2019 – present

- Planning, organizing, and evaluating international training programs for foreign nationals from developing countries.
- Coordinating with relevant ministries, development partners and other relevant stakeholders to implement international training programs.
- Drafting and analyzing cooperation agreement drafts for collaboration with other government institutions, development partners and international agencies.

Freelance Translator

May 2017 – present

- Provides translation services from English to Indonesian and vice versa
- Have provided translation services for clients in various sectors, namely banking, development, and environment.
- Have translated various types of documents, namely news articles, research reports, guidelines, minutes of meeting, and contracts.

Translator, Indonesian Parliamentary Center

October 2016 – May 2017

- Translated news, articles and reports from Bahasa Indonesia to English and vice versa for the website of the Indonesian Parliamentary Center (en.kebebasaninformasi.org).
- Worked with project and web managers to ensure high-quality content for the website.
- Consistently achieved target of translating 10 articles every week.

Online News Translator, PT Tempo Inti Media Tbk, Jakarta

August 2013 – February 2016

- Read through original material in Bahasa Indonesia and rewrite it English, ensuring that the meaning of the source text is retained.
- Consulted with supervisor and other colleagues to understand specialized concepts and translate them appropriately.
- Managed to achieve target of translating 10 to 12 news articles a day accurately.

Other Experience

Volunteer for We Will Shine Project, AIESEC SJTU, Guizhou, China

June 2012 – August 2012

- Taught students of elementary school and senior high school about culture from other countries.
- Collaborated with other volunteers and project organizers in preparing teaching materials.
- Worked with other volunteers and project organizers in managing project and meeting targets.

Education

Master of Science in Defense Studies, Indonesia Defense University, Bogor, West Java

August 2014 – April 2016

Major: Peace and Conflict Resolution

Bachelor of Arts, Parahyangan Catholic University, Bandung, West Java

August 2009 – February 2013

Major: International Relations

Workshops and Conferences Attended

- Interpreting Course, University of Indonesia International Language Institute (LBI UI), Jakarta (2016 – 2017)
- Short Course on Managing Ethnic Conflict and Religious Violence at Naval Postgraduate School in Monterey, California, USA (2015)
- Delegate of El Salvador in the General Assembly, Asia-Pacific International Model United Nations, ASEAN Regional Center of Excellence on MDGs, Bangkok (2012)
- Delegate of Palestine in the Arab League, Jogja International Model United Nations, Gadjah Mada University, Yogyakarta (2012)