

Rinawati

E-mail : rinawatisayani@gmail.com
Phone : (62) 8573 0046 931

Website: www.hiroyukieducation.com
Address: Jalan Lakarsantri No. 6
RT 01/RW 01
Surabaya - 60211 - Indonesia

Objective

Seeking any freelance job providing language service as it fits with my skills which are written here, where extensive learning will be further developed and utilized.

Work experience

Al Fajar Kindergarten

July 2007 — June 2011

Teacher Coordinator & Kindergarten Teacher

- Prepared daily teaching materials.
- Teaching kids.
- Managed kindergarten teacher team.
- Communicated with the parents.
- Prepared weekly themes.

PT Trubus Agrisarana

August 2011 — March 2015

Editor & Copy Writer

- Performed general office duties.
- Made concept of books.
- Managed the internal and external relationship with the authors.
- Managed team work with photographers and graphic designers.
- Edited texts and book contents.

Sinergia Worldwide Education

August 2015 — December 2019

Tutor and Private Teacher for Kids & Adult

- Teaching home schooling students in their houses.
- Teaching English and Bahasa Indonesia subjects online or at students' house.

TVT SEA PTE LTD, Singapore

August 2017 — Present

Linguist/Quality Checker

- Checking quality of subtitles, audio, closed captioning, audio description, and forced narrative for a streaming media.

Hiroyuki Worldwide Education

June 2018 — Present

Founder

- Train and send tutors to teach at schools and students' house.
- Provide extracurricular/language teacher for schools.

ezDI, Inc. USA

June 2020 — Present

Transcriber

- Transcribe files given based on project.

Mission Translate, UK

August 2020 — Present

Translator

- Translate files based on the project given.

Qualifications

- Certified in Making Book Concept (based on editor experience & book published)
- Certified in Writing (based on copy writer experienced & book published)
- Certified in Communication Skill (based on communication relationship with the authors and publisher team)
- Certified in Editing Text (based on editor and copy writer experienced)
- Certified in Training & Teaching Early Childhood Education (based on teaching experiences)
- Certified in Ms Office and InDesign CS3 (based on editor experience)
- Certified in providing language services

Education

B.Ed in English Education

September 2008 — October 2012

University of Wijaya Kusuma Surabaya

Obtained the Bachelor of Education (B.Ed) degree with GPA 3.44

Interests

Cooking, Surfing on the Internet, Biking, Jump Rope, and Listening to Music.

References

Mrs. Rini Wurjandari, SE

General Manager of PT TRUBUS AGRISARANA

Email: wurjandari_rini@yahoo.com

Phone: +62 8121 7676 550, +62 31 8790 218

Mrs. Nuril Fijriyani, M.Pd

Head Mistress of AL FAJAR KINDERGARTEN

Email: kbtkalfajar@gmail.com, nfijriyani@gmail.com

Phone: +62 31 8709 749, +62 8123 0180 96