

M. RAMDHAN ADHI

CERTIFIED
ENGLISH-INDONESIAN
TRANSLATOR



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ABOUT ME

A multi-skilled, reliable and resourceful translator. A hard-and-smart worker, independent thinker, open communicator and voracious learner. With a background in English Pedagogy with concentration on Translating and Interpreting Program, I am a certified and professional English-Indonesian translator dedicated to deliver professional and quality translation service. I enjoy working on English-Indonesian projects in various types of texts, but mostly on document translations, mobile app, and website localizations.

CERTIFICATION

- ✓ HPI Certified TSN/2013/1/01U/015.

AREAS OF EXPERTISE

- ✓ ACCOUNTING & FINANCE
- ✓ BUSINESS & CORPORATE
- ✓ IT (COMPUTER, INTERNET, GADGET, E-COMMERCE)
- ✓ HEALTH & MEDICAL
- ✓ HUMAN RESOURCES
- ✓ MARKETING
- ✓ OIL & GAS
- ✓ SPORTS
- ✓ TELECOMMUNICATIONS
- ✓ TRAVEL & TOURISM

CAT TOOLS

- ✓ MEMOQ
- ✓ SDL TRADOS STUDIO
- ✓ WORDFAST
- ✓ SMARTLING
- ✓ XTM
- ✓ IDIOM WORLDSERVER

EXPERIENCE

FREELANCE TRANSLATOR | (2011 – present)

FULL TIME

- ✓ Translation
- ✓ Editing
- ✓ Proofreading
- ✓ Linguistic Testing

FREELANCE TRANSLATOR | (2002 – 2011)

PART TIME

LECTURER | (2002 – 2011)

ADJUNCT LECTURER

- ✓ Teaching English for Business & Accounting.
- ✓ Teaching Linguistics
- ✓ Teaching Academic Writing for Undergraduates

EDUCATION

MASTER DEGREE | (2015 – present)

EDUCATION MANAGEMENT

Pursuing a Master Degree
Education Management Magister Program
School of Postgraduate Studies
Universitas Islam Nusantara

BACHELOR DEGREE | (1998 – 2006)

ENGLISH EDUCATION

Department of English Education
Faculty of Language and Arts
Indonesia University of Education

PROJECT HIGHLIGHTS recorded since 2011; source word counts rounded for simplicity.

Business/Finance/Insurance/Forex	3,800,000 Words
• ACE Freight Forwarding Insurance • ACE Insurance Policy • Asuransi Jiwasraya Group Life Insurance • AvaTrade Website Localization • Avrist Purchase Protection Policy • Fitch Ratings Documents • FXPrimus Website • Homeland Security Investigations on Transnational Organized Crimes	• HotForex Website • Infor Lawson Financial & Supply Management • Mandiri Sekuritas Public Relations • Moody's Analytics - Consumer Lending Training • OANDA Forex Website • Research-based Articles for International Journal • The Financial Services Authority (OJK – Otoritas Jasa Keuangan) – Risk Management
IT - Computer & Internet	1,950,000 Words
• Apple iTunes Store, iForgot, iCloud • Condeco Booking Software • Cybersource Indonesia Payment Gateway • Dell Force 10 Product and Manual • F5 Networks Email Security Applications • Facebook Help and FAQ • Foursquare Website & Mobile App • Google Assistant • Hewlett-Packard Infolab, Training & Marketing • Hitachi Website • IMVU Website • Infor Lawson Landmark Technology Framework • Intel AppUp Developer Program • Intel Training & Marketing	• Intel Website • Intuit QuickBooks Website • Limra Assessment Hub • Microsoft Office Software • Omron E-learning Website • Path Mobile App for iOS and Android • SAP Terminology Software • Shutterstock Website BIGSTOCKPHOTO.COM • Symantec Family Online Safety Guide • Trend Micro Software • Western Digital Marketing and Supply Chain • Western Union Point of Sale Technology • WorldPay Payment Processor Website • Yahoo! Sport News Articles
Travel & Tourism	1,250,000 Words
• Asiarooms Website • Accorhotels Website • Gotogate Website • Expedia Company Newsletter and Reports	• AVE Experience Trip Destinations • Hertz Website • Visit Dubai Website
General Health & Medical Technology	1,250,000 Words
• General Electric Optima CT660 Manual • General Electric Manual for CRITIKON® Blood Pressure Cuffs • General Electric Vscan Clinical Education • Omron Health Devices and e-Learning • Rentokil Initial SHE Newsletter	• Siemens AXIOS Sensis XP Operator Manual • Siemens Mammomat Revelation Operator Manual • Siemens Scan&Go Instructions for Use • Siemens Syngo MR Operator Manual • Siemens CT syngo.via
Corporate – Marketing/PR/HR Management	900,000 Words
• Chevron CSR, Marketing, HR Documents • British Petroleum HR Documents • Tognum AG Training and HR Documents • Colfax Training and HR Documents • Cigna Training and HR Documents • Manulife Training and HR Documents • Mandiri Sekuritas PR Documents • Kohler HR Documents	• Lotte Site Management Documents • Orica Human Capital Management • Unilever HR Documents • Diebold Equity and Incentive Plan • Baker Hughes New Hire Orientation Guide • T.D. Williamson Foreign Corrupt Practices Act Compliance Manual

Manufacturing	550,000 Words
• Aggreko LockOut TagOut Manual • Andritz Machinery Manuals and Systems • Asia Pacific Metalworking Equipment News	• Iwaki Website Localization • Timken Technical Documents
IT – Mobile Phones/Telecommunications	450,000 Words
• Huawei EULA and Keyboard Manual • Just.me Mobile App for iOS • Message.Me Mobile App for iOS and Android • Motorola Manual for Two-Way Radio • Qualcomm Snapdragon Training & Marketing	• Research In Motion Blackberry Manual • Samsung Operating System and Manual • ScoreMobileFC Mobile App • Sony Android Operating System
Legal Documents	250,000 Words
• Appellate Brief • Asian Football Confederation – Broadcast License Agreement • Diebold Restricted Stock Unit Agreement • Logitech End User License Agreement	• Sakai Sushi Restaurant Franchise Agreement • The Audit Board of the Republic of Indonesia (BPK) – Quality Assurance • UPI and Intel Corp MoU Documents • UPI and Kolej Islam Singapore MoU Documents
Social Science & Society	180,000 Words
• Lion Magazine Indonesia Edition	
Automotive	145,000 Words
• BMW Owner’s Handbook • Mazda DPI Challenge Strategy	• Porsche 911 Carrera Specification & Manual
Camera & Photography	130,000 Words
• Canon Asia Snapshot	• Canon The World of EF Lenses Handbook
Electronics – Home Appliances	100,000 Words
• Electrolux Oven Toaster Manual and Marketing • Grundfos Ecademy Website	• Philips ProCare Curler User Manual • Samsung Refrigerator Manual and Marketing
Sports	80,000 Words
• Jr. NBA Curriculum • News Corp BallBall.com Website	• Yahoo! Sports Articles
Natural Science & Forestry	80,000 Words
• CIFOR Articles and Books	
Mining-Oil-Gas	50,000 Words
Nusa Halmahera Mineral Managed Pressure and Post Mining	

BOOKS TRANSLATED

1. Blah Blah Blah: What To Do When Words Don't Work. Dan Roam. Elex Media Komputindo. Jakarta. 2013
2. Digital Wars: Apple, Google, Microsoft and the Battle for the Internet. Charles Arthur. Elex Media Komputindo. Jakarta. 2012
3. The Lucky Bastard. Adam Wong with Adam Khoo. Elex Media Komputindo. Jakarta. 2012
4. Contemporary Business 13th ed. Louis E. Boone & David L. Kurtz. John Wiley & Sons, Inc. Salemba Empat. 2012
5. The No Limits Habit. Adam Khoo. PT Elex Media Komputindo. Jakarta. 2012
6. World Development Report: Conflict, Security, and Development. The World Bank. Salemba Empat. Jakarta. 2011
7. A Practical Guide to Financial Reporting Standards (Ng Eng Juan). Salemba Empat. Jakarta. 2011
8. Analysis of Investments and Management of Portfolios 1 9E (Keith C. Brown, Frank K. Reilly). Salemba Empat. Jakarta. 2011
9. Essentials of Investments 18Ed (Zvi Bodie, Alex Kane, Alan J. Marcus), Salemba Empat. Jakarta. 2011
10. Cost Management, A Strategic Emphasis Ed.5 (Blocher, Stout, Cokins), Salemba Empat. Jakarta. 2011
11. Cost Accounting - Foundations and Evolutions 2 ed.7 (Raiborn/Kinney), Salemba Empat. Jakarta. 2011
12. Multivariate Data Analysis. Joseph F. Hair, Jr., et. al. Salemba Empat. Jakarta. 2010.
13. Managing Risk & Creating Value with Microfinance. Mike Goldberg & Eric Palladini. Salemba Empat. Jakarta. 2010
14. Analyzing Banking Risk. ed.3. Hennie Van Greuning, et. al. Salemba Empat. Jakarta. 2010.
15. Theories of Childhood: An Introduction to Dewey, Montessori, Erikson, Piaget & Vygotsky. Redleaf Press. Fonwera Consulting. Bandung. 2010
16. The Global Financial Crisis, Pustaka Thariqul Izzah, Bogor, 2009
17. Kisah Hikmah dari Al-Quran (Stories of the Quran), Ibn Katsir. Pustaka Thariqul Izzah, Bogor, 2009
18. Geopolitical Myths, Pustaka Thariqul Izzah, Bogor, 2008
19. The Global Credit Crunch & The Crisis of Capitalism, Pustaka Thariqul Izzah, Bogor, 2008
20. Radicalisation, Extremism, and Islamism, Pustaka Thariqul Izzah, Bogor, 2008
21. Iraq: A New Way Forward, Pustaka Thariqul Izzah, Bogor, 2007
22. Siapa Yang Layak Sebagai Pembuat Hukum? (Who Is The Legislator?). Pustaka Thariqul Izzah, Bogor, 2004
23. Fikih Minoritas: Upaya Menikam Islam (The Fiqh of Minorities: The New Fiqh To Subvert Islam), Pustaka Thariqul Izzah, Bogor, 2004
24. Rahasia Di Balik Keteraturan dan Keganjilan Alam Semesta (Rational Universe, Irrational Odds). M. Abdur-Rahman. Pustaka Thariqul Izzah, Bogor, 2004
25. Kisah Pilihan dari Kehidupan Rasulullah saw (Selected Stories from the Prophet Muhammad SAW), Pustaka Thariqul Izzah, Bogor, 2004
26. Bagaimana Membangun Kembali Negara Khilafah (Method to Re-Establish the Khilafah), Pustaka Thariqul Izzah, Bogor, 2004
27. Senjata Pemusnah Massal dan Kebijakan Kolonial (The Weapons of Mass Destruction and the Colonialist Foreign Policy), Pustaka Thariqul Izzah, Bogor, 2003

TEXTBOOKS WRITTEN

1. English Textbook for Junior High School. Penerbit Armico, Bandung. 2009
2. English Textbook for Elementary School. Penerbit Armico, Bandung. 2009
3. Buku Pelajaran Bahasa Inggris untuk SMK, co-author with Eri Kurniawan, S.Pd., Mahardhika Zifana, S.Pd., Penerbit Grafindo Media Pratama, Bandung. 2008. (English Textbook for Vocational School)
4. Buku Pelajaran Bahasa Inggris untuk SMP, co-author with Wawan Gunawan, S.Pd., M.EdSt., Penerbit Litera, Jakarta. 2008. (English Textbook for Junior High School)
5. Buku Pelajaran Bahasa Inggris untuk SMP, co-author with Eri Kurniawan, S.Pd. dan R. Dian Dhia-an M., S.Pd., Penerbit Ricardo, Jakarta. 2006. (English Textbook for Junior High School)
6. Buku Pelajaran Bahasa Indonesia untuk SMP, co-author with Mahmud Fasya, S.Pd., Penerbit Infrasa, Bandung. 2005. (Bahasa Indonesia Textbook for Junior High School)
7. Editor lepas untuk SMILE - Buku Pelajaran Bahasa Inggris Sekolah Dasar Kelas 2, Sinergi Pustaka Indonesia, Bandung. 2005. (English Textbook for Elementary School)