

Curriculum Vitae

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Full Name	Dewinta Vitria Maharani
Place/Date of Birth	Malang, July 5 th 1981
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Instant Messengers (15 hours a day)	Yahoo! Messenger: talktowinta MSN: talktowinta@gmail.com Google Talk: talktowinta AIM: talktowinta
Education	Bachelor of Biology Brawijaya University, Malang – East Java INDONESIA 1998 – 2002 Graduated with GPA 3.16 (Out of 4)

TRANSLATED BOOKS

- War Crime Against Woman by AMNESTI INTERNATIONAL (Legal)
- Responding to Stress (Psychology)
- Building Brain Power (Children Psychology)
- Preventing and Surviving Heart Attacks, a Positive Guide (Health)
- Tissue Salts for Healthy Living (Health)
- Technical Standards and Commentaries for Port and Harbor Facilities in Japan (Engineering)
- 151 Quick Ideas to Get New Customers (Marketing)
- The Enneagram Essential (Psychology)
- OPEN WORLD The Truth about Globalisation
- Workshop Manual Book for Honda Power Product (3 Books)

TRANSLATED DOCUMENTS

- National Energy Policy
- Introduction to Indonesian Tourism
- Executive Summary Environmental Impact Assessment of Tanjung Perak Harbor Development
- Results of Personal Profile Analysis for assessing new employee (Thomas International Program)
- 5 Years Strategic Plan of Caritas Australia
- Syllabus of Local Islamic School
- Land Deed
- Rehabilitation and Reconstruction of Yogyakarta and Central Java post Earthquake Disaster
- 5 Years Strategic Plan of CARITAS AUSTRALIA – Timor Leste Program
- Catholic Relief Services Timor Leste Program; Work Terms and Conditions for National Employee
- Brochure related to Bali Tourism
- Profile of Ritz Carlton – Bali
- Profile of Novotel
- 2040 lines of phrase about Safety Data Sheet from CIBA
- PowerPoint file: SEMI-QUANTITATIVE TEST FOR PARAQUAT IN PLASMA AND URINE
- 300.000 words of tourism phrases for Carnegie Mellon University.

TRANSLATED WEBSITE

- Translating Expekt.com into Indonesian.

TRANSLATED ARTICLES

- Article on APOCALYPTO filmed by Mel Gibson
- Article for Bundainbiz Newsletter

TRANSCRIPTION TRANSLATION

- Transcription translation for Rifka Annisa Foundation – Yogyakarta INDONESIA (some interviews)

PROOFREADING

- Proposal on Biotechnology to be submitted to Asian Development Bank
- Thesis on Business Process Re-engineering to be submitted to Swiss German University

VOICE OVER

- Translating and recording audio online service for Coulomb.co.uk
- Translating and recording for Femienza.org project

TRANSCRIPTION

- Transcription the interviews of World Report Journal. (300 minutes / month)

Equipments	PC Intel Pentium IV 2.27 GHz 256 RAM 20 GB Hard Drive Space CD ROM / CD RW Operating System: Windows XP Pro Ed.
Software	<ul style="list-style-type: none"> • TRADOS Workbench • TRADOS TagEditor • Wordfast • Microsoft Office 2003 • Adobe PageMaker 7.0 • Adobe Photoshop CS • CorelDRAW 12 • Quark Express • Visio Drawing 2003 • Winzip 9.0 • Adobe Acrobat Reader 7.0 • Adobe Acrobat Distiller 7.0 • Internet Explorer
Native Language	Bahasa Indonesia
Language Pair	English <> Bahasa Indonesia France > Bahasa Indonesia Germany > Bahasa Indonesia
Area of Expertise	Biology, Agriculture, Medical, Health, Law, Psychology, Art, Marketing, Engineering, Economy
Translating Capacity	2,000 - 3,000 Words per day
Typing Speed	50 words per minute
Rate	<p>Translation: USD 0.06 per word Proofreading: USD 0.03 per word Recording: USD 3 per minute (Home recording quality); USD 6 per minute (Studio recording quality) Transcription: USD 1.00 per minute Desktop Publishing: USD 5 per page</p>
Minimum Order	USD 10,- (Full Amount)
Payment Method	<ul style="list-style-type: none"> • Bank Transfer <i>BCA Basuki Rachmad Malang – East Java Account # 0111-094-640 (Jl Jend. Basuki Rachmad 70-74 Malang)</i> • Western Union Money Transfer • MoneyGrams • Moneybookers: talktowinta@yahoo.com
Vision	Always do the best on every job to be accomplished, supported with excellence in translation and proofreading skills, high accuracy and timeliness.
Order Method	The easiest and simplest way is by sending the material via e-mail addresses as mentioned above. Anything related to the delivery time, rate, order acceptance can be discussed via those e-mail addresses as well.

