

Name : Wulandari, S.S

Place/Date of Birth : Kulon Progo, 18 June 1992

Weight/Height : 48 kg/158 cms

Address : Perum Darussalam 3, Sleman, DIY

Phone : 085743070778

Email : wulan.lunar@gmail.com

 Writer, Translator & Proofreader

Indonesian – English

**Additional Information**

Wulandari, S.S. | Perum Darussalam 3, Ngemplak, Sleman, DIY | 085743070778

**Wulandari, S.S**

Having dealt with several projects on creating Company Profile, Business Proposals, Regular Contents for Website with specific niches. Being involved in Editing, Translating, and Proofreading of several Academic Essays, Theses, Dissertations, National and International Journals (most of the clients are Master degree students and Phd Candidates from either local or foreign universities). Having experiences in handling and managing confidential documents, including business contracts. Holding a certification of Life insurance agent, Unit Link product from Asosiasi Asuransi Jiwa Indonesia. Holding a *Deutsch Zertifikat* A1.1

**PT. Architectaria Media Cipta, Jakarta                  2012 - Present
Content Contributor**

* Creating daily contents for website in Bahasa Indonesia
* Creating and preparing business proposal
* Making company profile

**Anzac Education Counselor, Jakarta           Feb – Nov 2013
Freelance Content Writer**

* Creating weekly contents for website in Bahasa Indonesia
* Conducting small researches online on several reputable university websites overseas (especially Australia)
* Translating important information (mostly regarding scholarships in Australian and European Universities)

**Personal Information**

 • Excellent in Writing, Editing, Translating, and Proofreading Indonesian – English Texts
• Excellent written and verbal communication skills
• Proficient in MS Office, English and Deutsch
• Native Speaker of Indonesian and Javanese
• Punctual, goal-oriented, self-motivated, honest, strong commitment

*Your document is in the right hand.*

*S.S., English Language and Literature,* 2014
Yogyakarta State University (UNY), Yogyakarta, Indonesia
 *Undergraduate Achievements & Involvements*

* Attaining *Cum Laude* Predicate
* 3.55 GPA of 4.0 Scale
* Expert Staff in English Education Student Association (EDSA) UNY

**Work History**

**Education**

**Skills & Strengths**