

ABSTRACT

Enhancing the Efficiency of Internship Schedules: An Internship at Translation Transfer
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This report describes the experience of the internship program at Translation Transfer, a Translation Service Company located in the city of Jember. This report provides general information about Translation Transfer as well as all activities that have been carried out by the author during the internship program. Translation Transfer provided the author with experience in copywriting, using CAT Tools Trados, writing articles, marketing translation services through LinkedIn relationships, and building self-branding. However, the author encountered problems during the internship program. The problem was inefficient meeting schedule, and the solutions were (1) meticulous schedule planning, (2) open communication, (3) availability monitoring system, and (4) time management training. However, Translation Transfer is a suitable company for this internship program, because they provide learning and insight with a good and friendly attitude.

Keywords: Schedule, Planning, Efficient, Overlap, Communication