

CHAPTER II:

THE GENERAL DESCRIPTION OF CV. GLOBAL LINGUIST

2.1. Description of CV. Global Linguist

Global Linguist is a company concerning in translation and language training pioneered by Mrs. Diba Artsiyanti, E.P, S.S., M.Si and her sister, Dianita Artsiyanti and now managed by Mr. Savitra Wibawa, S.Si. Global Linguist is one of the translation agencies in Bandung addressed at CipagantiRahayu Regency F-27A Jl. Cipamokolan Bandung Timur.

2.2. The Work of CV. Global Linguist

1. Translation

Since not everyone has competence in making a good translation, CV. Global Linguist serves in translation field. The client may be institution or individual. The text to translate is variant; it may be novel, questionnaire, lecture material, and many more.

2. Language Training

CV. Global Linguist also serves language training especially for institutions requiring a good skill of speaking and writing English of their employee.

2.3. Job Position and Coordination

2.3.1. Job Position

The writer did her work mostly at home since she worked as a freelance translator in the job training conducted by July 17th 2012 until September 19th 2012. The text to be translated may be a novel, a questionnaire, a medical material; the latter is the concern of the writer.

2.3.2. Coordination

During job training process, the writer coordinated with some staff of Human Capital and General Affair Unit as in the following:

1. Mrs. DibaArtsiyanti, E.P, S.S., M.Si as the head of the company.

Responsibility : running the company.

2. Mr. SavitraWibawa, S.Si as the manager and editor.

Responsibility: handling training and recruitment, financial term, attendance, placement and performance.

2.3.3 Responsibilities

After Mrs. Diba and Mr. Avit got command from the client, the writer and her two partners, Diny Wahyuningtyas and Lady Sekar Mayang, as freelance translators are contacted to have their task to do the translation.

The translation was sent back to Mr. Savitra Wibawa as the editor to be fixed before it is given to the client