


CURRICULUM VITAE				
Emilia Triana, S.Pd.				
GENDER	Female			
NATIONALITY	Indonesian			
PLACE & DATE OF BIRTH	Tanjung Redeb, 14 July 1981			
ADDRESS	Jalan Argopuro (Belakang Perum Banteng 3) Tiyasan, Condong Catur, Kab. Sleman Daerah Istimewa Yogyakarta Phone number: 081229766866, 081254856727 Email address: emilia.triana@yahoo.co.id			ID Card: 7318205407810001
DETAILS OF UNIVERSITY/ EDUCATION	Institutions	Field of Study	Period	Qualification Obtained
	Universitas Sanata Dharma Yogyakarta	English Education Study Program	September 1999 – February 2006	S.Pd./Sarjana Pendidikan (Bachelor of Education)
EXPERIENCE				PERIOD
Full-time Freelance Translator & Proofreader 1. Reading material and researching industry-specific terminology. 2. Converting text and audio recordings in English to Indonesian, and vice versa. 3. Ensuring translated texts conveys original meaning and tone. 4. Converting concepts in the source language to equivalent concepts in the target language. 5. Preparing subtitles for videos. 6. Proofreading translated texts for grammar, spelling and punctuation accuracy. 7. Edit content with an eye toward maintaining its original format such as font and structure.				April 2018 - present
Contract Coordinator cum Plant Cost Controller Macmahon Mining Services, Martabe Gold Mining Project (Sumatera Utara, Indonesia) 1. Performed overall contract management/contract administration and new contracts placement duties, including: recommending bidders, bid preparation, review contracts, performing cost and price analysis, negotiating proposals, contract preparation and formalities. 2. Ensured the services to client, PT Agincourt Resources, were delivered promptly, comply with the client and Macmahon's standard operation regulation. 3. Ensured subcontractors and suppliers delivered the services promptly, comply with the client and Macmahon's standard operation regulation. 4. Prepared, coordinated and performed the procurement preparation, vendor and contracting process in the system. 5. Evaluated performance of contractors and suppliers. 6. Modified, updated, and maintained existing contracts, as well as processed and communicated any changes. 7. Contributed to problem solving and conflict mitigation regarding contract agreement. 8. Managed and controlled budget and cost of project. 9. Prepared weekly and monthly cost report. 10. Supervised administration staff to ensure the tasks were well-performed.				June 2017 – February 2018
Plant Cost Controller Supervisor Macmahon Mining Services, Alhasanie Coal Mining Project (Kalimantan Timur, Indonesia) 1. Managed and controlled budget and cost of Plant Department. 2. Provided recommendation to Plant Departments' management team to improve				March 2017 – June 2017

<p>the department's financial performance.</p> <ol style="list-style-type: none"> 3. Prepared weekly and monthly cost report. 4. Supervised administration staff to ensure the tasks were well-performed. <p>Plant Cost Controller cum Administration Supervisor PT Leighton Contractors Indonesia, MSJ Coal Mining Project (Kalimantan Timur, Indonesia)</p> <ol style="list-style-type: none"> 1. Coordinated with Commercial financial leaders, both Commercial Manager and Commercial Cost Control, to effectively manage and control the budget of the Plant Department. 2. Managed month-end closing, and prepared weekly and monthly cost reports. 3. Identified areas of departmental weakness and inefficiencies, as well as provided appropriate recommendations for resolving these issues. 4. Assigned job duties to Plant Department's admins and prioritized workloads; ensured that tasks were completed in an effective and timely manner. 5. Continually evaluated admins' performance and provided feedback for improvement. 6. Ensured subordinates act in accordance with company policies and implement disciplinary action when necessary. <p>Administration Supervisor (Commercial Department) PT Leighton Contractors Indonesia-MSJ Coal Mining Project (Kalimantan Timur, Indonesia)</p> <ol style="list-style-type: none"> 1. Managed company's employees' facilities for over a thousand employees as well as controlled cost spending of the facilities. 2. Managed monthly budget and cost of employees' transportation and accommodation, as well as office refreshment consumable, stationary, meal, and water; ensured the supplies were distributed to all departments/functions. 3. Coordinated with external parties and inter-functional units to facilitate the smooth effectiveness and efficiency in coordination. 4. Monitored seven subcontractors to ensure they provided prompt service; as well as evaluated their performance. 5. Managed subordinates and monitored their performance, conducted performance evaluation and provided feedback on their performance. <p>Coordinated with QA Site Representative to:</p> <ol style="list-style-type: none"> 1. Managed all project documentation, includes engineering/technical, administration, operation, supply chain management, human resources, training and development, as well as health, safety and environmental generated by the company. 2. Implemented company's document control processes and procedures to ensure accurate records of all project official documentation generated by company. 3. Performed quality control checks to ensure documents generated by the company comply with the company and client's document management system. 4. Distributed documentation to the project team in a timely and accurate manner. 5. Expedited and tracked status of all documents reviewed internally by the respective Department Head and Project Manager. <p>Project Secretary cum Document Controller PT Darma Henwa Tbk-Asam asam Coal Mining Project (Kalimantan Selatan, Indonesia) <u>Project Secretary</u></p> <ol style="list-style-type: none"> 1. Prepared project monthly reports to send to the corporate office and PT Arutmin Indonesia as a client. 2. Responded emails, letters, and telephone calls; served as the first point of contact for any parties related to the project. 3. Liaised with suppliers and vendors to order supplies for projects and the office, including computer software or equipment and stationary. 4. Arranged and prepared for company meetings in-office and off-site, which includes managing schedules for meetings and conferences for the whole team. <p><u>Document Controller</u></p> <ol style="list-style-type: none"> 1. Managed all project documentation, includes engineering/technical, administration, operation, supply chain management, human resources, training 	<p>April 2015 – December 2015</p> <p>November 2013 – March 2015</p> <p>October 2011 – November 2013</p>
---	---

<p>and development, as well as health, safety and environmental generated by the company.</p> <ol style="list-style-type: none"> 2. Implemented company's document control processes and procedures to ensure accurate records of all project official documentation generated by company. 3. Performed quality control checks to ensure documents generated by the company comply with company and client's document management system. 4. Distributed documentation to the project team in a timely and accurate manner. 5. Expedited and tracked status of all documents reviewed internally by the respective Department Head and Project Manager. <p>Community Relation Officer PT Thiess Contractors Indonesia-KPC Sangatta Coal Mining Project (Kalimantan Timur, Indonesia)</p> <ol style="list-style-type: none"> 1. Created and coordinated programs related to education, health and environmental coordinating with local communities. 2. Monitored and handled community complaints. 3. Received and proposed a feasible community relation proposal to Supervisor/Superintendent/Manager. 4. Promoted mutual understanding between Thiess and East Kutai Government and community. 5. Provided support to the recruitment team in the locals' recruitment process. 6. Actively participated to provide tangible benefits and positive outcomes to Sangatta local communities. 7. Set measurable targets and seek to continually improve our standards of community relations involvement. 8. Took charge of site communication media 'Media THIESS' Sangatta Project (collecting articles, editing, proofreading, as well as translating from English to Bahasa Indonesia and vice versa). <p>ESL Trainer cum Bahasa Indonesia Trainer PT Thiess Contractors Indonesia-KPC Sangatta Coal Mining Project (Kalimantan Timur, Indonesia)</p> <ol style="list-style-type: none"> 1. Instructed English as a Second Language (ESL) to national employees. 2. Instructed Bahasa Indonesia to foreign employees. 3. Prepared additional material to support English and Bahasa Indonesia class activities. 4. Provided English Newsletter as an interactive teaching media. 5. Provided translation and interpretation support (Bahasa Indonesia-English and vice versa). 6. Took charge of site communication media 'Media THIESS' Sangatta Project (proofreading, and translating articles from English to Bahasa Indonesia and vice versa). 7. Involved in community development's program by providing English class to local schools. 8. Assisted Training Coordinator in performing his duty. <p>Secretary to General Manager Swiss-Belhotel International-Tarakan Property (Kalimantan Timur, Indonesia)</p> <ol style="list-style-type: none"> 1. Developed, implemented and maintained filing systems for corporate documents, regular files, contracts, and other relevant documents/files. 2. Maintained and stored confidential data from various important sources that have important impacts on the company's business activity. 3. Prepared monthly reports to send to the corporate office and owners of the property. 4. Provided assistance to executives in managing and coordinating schedules (i.e.; meeting appointments, meetings, and travel arrangements). 5. Stored confidential important information and other important documents. 6. Took charge of Manager on Duty, along with other Head of Departments, to ensure daily operation of the hotel was running well. 	<p>November 2010 – May 2011</p> <p>October 2009 – November 2010</p> <p>October 2008 – October 2009</p>
--	--

Bahasa Indonesia Instructor Wisma Bahasa Yogyakarta-Bahasa Indonesia Division (DIY, Indonesia) 1. Instructed Bahasa Indonesia to students from different countries and of varying job backgrounds including NGOs, UN, Military, Embassy, etc. 2. Prepared and coordinated teachers and instructional materials for mentoring students using individualized programs and qualified-learning materials to conduct specialized training. 3. Coordinated training, facilitated, and organized trips and activities to provide professional training services to students.		April 2006 – June 2008
SKILLS & KNOWLEDGE	<ul style="list-style-type: none"> - Excellent verbal and written communication skill - Ability to work independently and within a team - Strong sense of leadership - Oral and verbal English proficiency - Highly organized, dynamic, flexible, effective at solving complex problems, and ability to prioritize work - Professional presentation skill - Good command of Microsoft Office programs, outlook and internet - Good command of JDE system - Good command of budgeting and cost control - Good command of Photoshop 	
TRAINING & COURSES	<ul style="list-style-type: none"> ▪ Internal Audit Training and Qualification Test SGS, Balikpapan, June 2013 ▪ K3LH Training Amandi Enam, Asam asam, June 2013 ▪ QHSE Integrated Management System Training SAI Global, Asam asam, March 2013 ▪ Document Control Training Productivity Excellence, Training & Consulting Service, Jakarta, 2012 ▪ French Course (Beginner Level) Lembaga Indonesia Perancis, Yogyakarta, 2011 ▪ Workplace Training Thiess Contractors Indonesia, Sangatta, 2009 	
HOBBIES & INTERESTS	reading, photography, history, culture, technology, art, literature	