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Objective

Freelance English >< Indonesian translation projects in trading (export – import) industry, making use skills and experience in the in the consumer goods and manufacture industry, excellence guarantee and communication, demonstrated by two years of employment in internationally focused business industry.

Profile

Native speaker of Bahasa Indonesia and Javanese, undergraduate degree in English linguistics including six years experience working as freelance translator. Fine knowledge of marketing and business terminology including administration and transaction documents. Marked cross-cultural understanding. Excellent spoken and written communication skill including business letter writing. Very good computer skills including office software and Internet research. Accustomed to meeting tight deadlines and providing high priority customer service.

Professional Experience

1. BALI SPOT INTERNATIONAL

Position Title : Export Marketing (February 2011 – March 2012)

Role : Sales Executive

Industry : General & Wholesale Trading

Job Description :

- Marketing product to potential customers via email and telephone
- Following up potential customers via email and telephone
- Handling problem related to customary service
- Responding inquiry
- Making quotation
- Negotiating with customers

2. CV. SUKSES JAYA ABADI

Position Title : Export – Import staff (Dec. 2009 – Oct. 2010)

Industry : Textiles / Garment

Job Description :

- Providing documents needed for export process
- Communicating with buyer or it's representative and correlating companies in arranging export process (via e mail and or telephone)
- Checking the synchronization data showed in documents with the physical data
- Booking vessel/flight for export shipment

3. LBB SAHABAT PRIVAT

Position Title : English Instructor (2006 – 2011)

Industry : Education

Job Description :

- Giving course to students who need additional time to help enhance students understanding English subject
- Helping students who have difficulties in mastering English subject

Skill

Administration skill

Editing and proofreading

Education

Internet Explorer

Microsoft office

Sales & Marketing skill

Tool

Trados 2011

WordfastPro

Interest

Linguistics, education & training, economics, marketing, biology, physics, travel and tourism, Islamic studies, science.