

Curriculum Vitae

Lisda Nurjaleka S.S. , M.Pd.

Address

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Degrees, Qualifications

- 2009 M.Pd(Master on Japanese education)., Indonesia University of Education,
Bandung, Indonesia
- 2003 S.S. (Japanese literature Bachelor), Padjadajaran University, Bandung, Indonesia
- 2008 TOEFL Instituional (Test of English as a Foreign Language), Score : 580
- 2009 JLPT(Japanese Language Proficiency Test) / Nihongo Noryokushiken, Level 2

SPECIALIST TRANSLATIONS:

- Technical translations
- Expatriate legal translations
- Marketing translations
- Research documents translations
- Linguistic and language translation
- General translations

Career, Position Held

2003- **Japanese Speaking Staff (translator)**
2007
PT YKK ZIPCO INDONESIA
Cibitung, Bekasi, Indonesia

2004-2005 Translator in QC Department

- Handling translation about production, ISO, quality, project and so on.
- Also dealing with customer complaint translates from and to English and Japanese.
- Make an analyze report for customer complaint

2005-2007 As Japanese administration and Secretarial Staff

- Manage Japanese administration such as expatriate permit, apartment, business trip, supervisor, medical check-up, arrange appointment, and others secretariat's duty.
- As a contact person for incoming expatriate, supervisor, training to Japan, EPO.
- Translate the meeting and production site.
- Preparing for Agenda meeting that held in Indonesia, such as hotel, transportation, schedule, etc.

SELF EMPLOYMENT:

Freelance translator : Japanese – Bahasa Indonesia, Japanese- English, English- Bahasa Indonesia, 2007 - present

Localization Website translator

Teacher

Projects:

- translate document related to production of manufacturing
- translate quality control document
- translate new machine manual (日本⇔英語⇔インドネシア語)
- translate regarding ISO and others certification
- interpret incoming supervisor for production
- translate incoming emails (from Japan or other countries)
- translate and interpret meeting for management
- translate and filling legal document on Japanese expatriate
- accompany Japanese expatriate on legal process (staying permit etc) in Indonesia
- an Interpreter on multinational meeting regarding quality control annual meeting of YKK Corporation

- Once as a freelance interpreter on JICA Project about Health especially conducting evaluation on MCH (mother and Child Health) Books in Garut, Indonesia.
- Once as a freelance interpreter for accompany study tour of medical student in Garut, Indonesia.
- I had a project for translating a Japanese linguistic book to be translated to Indonesia language.
- Around 2009 has translated and written a master thesis into Japanese language.
- I've been translate a document regarding on Japanese education, medical.
- Translated a games website document
- MSDS
- Company agreement
- Machine manual guidance

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