

# C.V., Teguh Umara Harahap



## PERSONAL DETAILS

Full name : Teguh Umara Harahap  
Nationality : Indonesian  
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## Career Objective

- I am a native Indonesian speaker as well as highly fluent in both written and spoken English.
- Well versed in providing system-wide Indonesian language translation services in order to facilitate communication.
- Also I have done Indonesian subtitling projects for several programs like Nip Tuck, Nashville, and documentaries.
- I am also a freelance Indonesian Translator as well as a writer for some well known media online like New Naratif, and some other online media.
- Experienced in analyzing business needs and planning and developing system to fulfill them.
- Performing investigative research, organizing and assessing data, allocating resources, and generating statistical reports to propel resolution of both classified and non-classified security clearance cases.

## Summary of Skills:

- Extremely knowledgeable Translator as well as proficient in Indonesian and English with outstanding verbal, written, and editing skills.
- Excellent organizational, computer, and interpersonal skills
- Remarkable creative, story-making, and narrative skill
- Familiar in using CAT tools such Memsorce, Smartcat, etc.

- Good typing speed and ability to work with latest editing and word processing application
- Skilled in juggling multiple projects at the same time.
- Strong technical analytical, time management, and project management skills.

## Work Experience:

### Freelance - Indonesian Translator and Subtitle, Writer, Research Analyst

Home based

January 2016 - Present

<https://www.upwork.com/freelancers/~01fb60c0bde7c02541>

**TEGUH HARAHAHAP**  
Teguh Harahap is a freelance writer and translator based in Medan, Indonesia. Previously he worked as the editor of Koran Kindo, a weekly newspaper for Indonesian migrant workers based in Hong Kong.

- Translating copy from English to Indonesian and vice versa as needed for marketing and promotional activities
- Indonesian subtitle and editor for any files and make any necessary changes
- Provide oral and written interpretation services.
- Listen carefully to conversations and provide verbatim interpretation.
- I write web copy for a range of online website specializing in travel content.
- Writing creative, impressive copy in Indonesian for a several projects and business partners.
- I also translate online web copy from English into Indonesian for a variety of websites in the travel niche.
- I research to design, conduct, manage and report on social research projects by use a variety of methods to collect, analyzing and organizing information and data, which I then present to my client in a written report

## **Course Consultant**

### **British Council Indonesia Foundation**

**March 2015 - July 2016**

- I was responsible for face-to-face consultation with customers to assess their needs, issues and concerns.
- Proofread end document and make any necessary changes.
- Ensure that all written English to Indonesian translations conform to the original text in terms of technicality and terminology
- Provided support system for interpretation services.
- I worked on writing all the copy for the course materials advertisements as well as the online website material.
- I compiled databases and reports on the operational activities of the centre and ensured that these were updated and recorded in a timely and accurate manner.
- I provided customer service to all existing customers to ensure that all their needs and requests were taken care of and handled any complaints/feedback.
- I handled financial management of the centre including the cash desk using the Pepi system.

## **Holiday Consultant,**

### **Regent Holidays, Bali.**

**February 2014 - January 2015**

- As a consultant with Regent Holidays I worked with Western and Asian clients and was responsible for project management and implementation, in order to set goals in improves sales rate of the company's products such as holiday accommodation packages.
- Listen carefully to conversations and provide verbatim interpretation.
- Performed market research work to locate new timeshare properties available in a set vicinity.
- Interview owners and prospective owners to determine their specific requirements for selling / buying timeshare properties
- I prepared and delivered presentations regarding our product and developed strong skills in sales and lead marketing's teams.

**Research Analyst**  
**Blue Umbrella Ltd, Hong Kong.**  
**March 2013 - December 2013**

- I worked as a Due Diligence analyst and team process manager focusing on Asia Pacific and Global due diligence operations.
- Verify information from original text in order to ensure appropriate interpreting.
- I developed a track record of dealing with complex public source investigations including: corporate fraud, securities fraud, and other investment risk.
- I conducted research on individuals and company entities from following jurisdictions: EU, US, Australia, Hong Kong, India, Singapore, New Zealand, and Indonesia.
- I ensured reports were accurate, thorough and complete.

**Editor**  
**KINDO newspaper, Hong Kong**  
**February 2011 - March 2013**

- I wrote and planned articles and approved format and layout of the newspaper.
- I proofread and approved copy from freelance writers.
- I increased revenue through collecting and maintaining a database of clients/companies wishing to buy advertising space.
- I promoted and increased visibility of the paper by organizing marketing events/opportunities in the local community.
- I built relationships with key stakeholders in the local community.

**EDUCATION**

- Institution: Universitas Sumatera Utara (USU), Medan, North Sumatra, Indonesia
- Post Held: Bachelor Industrial Engineering.
- Graduated: 2002 - 2009