


Ahmad Faruk

Jakarta, Indonesia

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Summary

I have been an English teacher for over 15 years. I teach young learners to adults General English, Business English, Conversation Classes, IELTS, TOEFL and FCE Preparation Classes.

I have experiences in various different industries as follows:

- Managing a language school as a Campus Manager.
- Managing existing customers and prospecting new ones as a Customer Relationship Manager at an International plantation investment company in Jakarta.
- Handling customer complaints and giving solutions as a Customer Service Representative in Jakarta and Makati, Philippines.

I also do simultaneous and consecutive interpretation from English-Indonesian and vice versa. I have experiences as a voice talent for some movies, tv series, ads, and narrative texts in English.

I was a co-announcer for a national radio station(RRI Programa 1, Indonesia) for its Fun With English Programme and with TV-Edukasi for its English learning content.

Experience



Interpreter/Translator

Maulani Logistik dan Konsultan

Jan 2020 - Present (8 months +)

I work as a consecutive and simultaneous English-Indonesian and Indonesian-English Interpreter/translator at Maulani Logistik dan Konsultan. I work based on projects, so I may be required to work out of town/country depending on each project/client they offer me.



Interpreter

Maulani Logistik dan Konsultan

Jan 2020 - Present (8 months +)



English Second Language Teacher

Shane English Centre (BSD and Gading Serpong)

Nov 2018 - Jan 2020 (1 year 3 months)

I was a full time English teacher for young learners to adults at Shane Gading Serpong, Tangerang, Indonesia. I taught General English and Business English there. I also helped conducting the placement test, both written and oral, for the new students to be best placed based on their English language skills.



Customer Relations Manager

Plantations International

Oct 2016 - Mar 2018 (1 year 6 months)

Multilingual Customer Support Associate

Bayview Technologies, Inc

Feb 2015 - Aug 2016 (1 year 7 months)



Campus Manager

Global Bahasa

Aug 2014 - Feb 2015 (7 months)



Campus Manager

Rumah Bahasa

Dec 2013 - Jul 2014 (8 months)



English Language Teacher

Rumah Bahasa

Feb 2013 - Dec 2013 (11 months)



English Language Teacher

EF English First

Aug 2012 - Dec 2012 (5 months)



Customer Service Representative

Vads

Feb 2012 - Aug 2012 (7 months)



English Language Teacher

International Language Programs

Feb 2006 - Jan 2012 (6 years)

Education



ABA Indonesia

Diploma, English Language and Literature, General

2003 - 2006

Skills

Curriculum Development • Microsoft Office • Public Speaking • Teaching • Curriculum Design • Leadership • Management • Interpreting • Translation • Social Media