

# CHRISTINE ANGELICA

Freelance Indonesian Translator | Administrator | Educational | Social Services

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Indonesia



## SUMMARY

I have participated in the supervisory development program within the marketing division, where my responsibilities included overseeing marketing agents, reviewing credit application files, and inputting them into the system for analysis by the credit division.

Furthermore, I have gained valuable experience working in the administrative sector of a marble manufacturing company, where I managed quotations, delivery orders, and other related documents to ensure the accurate production and timely delivery of products. Presently, I do remote job as a Freelance translator and transcriptionist.

## EXPERIENCE

### Supervisor Development Program

#### PT. Mega Finance

2023 - 2023 Bengkulu- Indonesia

Finance

- Supervised Marketing Officers
- Reporting branch performance regularly and maximizing marketing strategy
- Successfully surpassing the set marketing goals and objectives in a highly effective manner.
- Visiting various retail agents and loyal repeat customers on a regular basis to maintain strong relationships and provide ongoing support and assistance.

### Sales Administrator

#### PT. Enzo Stone

2021 - 2022 Medan, North Sumatera

Handle marble-based installation and custom Furniture

- Resolve customers/sales problems and question until the end of the project
- Manage product database and handle daily customer requests and orders
- Update any recent data about the products into company system
- Prepare necessary administrative form required such as, Do, Quotation, Spk, etc.,

### Freelance Translator & Transcriptionist

#### MoniSa Enterprise

2023 - 2023 New York

Translation and Localization

- Transcribe Youtube video contents
- Manage segmentation and transcription using LOFT 2.0
- Coordinated with social workers to understand specific needs, tailoring transcription and translation accordingly.

## EDUCATION

### Bachelor's in English Literature

#### Medan State University

2016 - 2021 Indonesia

## STRENGTHS

### ★ Effective Communication

Facilitated over 500 hours Transcription, ensuring clear understanding between speakers and subtitles

### ✂ Time Management

Managed to hand the project on time. Achieve the target given (as marketing)

### 🏆 Customer Service

Maintained high satisfaction rates by providing exceptional service to both clients and non-English speaking individuals.

## LANGUAGES

### Bahasa Indonesia

Native



### English

Proficient



## SKILLS

Customer Service

Marketing

Presentation

Leadership

Administration

MS. Office

LOFT 2.0

## PASSIONS

### ✈ Language and Culture

Passionate about bridging cultural gaps through language interpretation.

### 💎 Fitness and Well-being

Enjoys staying active and promoting a healthy lifestyle.