**CURRICULUMVITAE**

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| --- | --- | --- |
| 1. Name | : | ASEP SUGANDI |
| 2. Language Pair | : | ENGLISH**>**INDONESIAN v.v. |
| 3. Postal Address | : | Jl. Raya Sukahati Muara Beres RT.03/03 No.11 Cibinong 16913, Jawa Barat - INDONESIAPhone: +62-021-87906265Mobile: +62-813.1646.3312 |
| 4. E-mail Addresses | : | gandinsuga@yahoo.com, gandinsuga@gmail.com |
|  Skype   | : | asep.sugandi |
| 5. Services &Rates | : | **Translation:** US$0.05/word**Proofreading:** US$25/hour **Interpreting:** US$40/hour |
| 6. Professional Membership | : | 1. Proz: <http://www.proz.com/profile/92685>
2. Translatorscafe: <http://sena.translatorscafe.com/>
 |
| 7. Preferred Payment Method | : | PaypalWire Transfer |
| 8. Experience (10 years +) |  |  |
| Job Title | : | Freelance Translator (English-Indonesian v.v.) |
| Employer | : | Government&private institutions, and individuals |
| Specialization | : | * General & Popular Topics
* Business, Management & Financial
* Education, Social & Art Studies
* Laws, Legal, Patent,Lawsuits
* Computer & IT
* Health, Medical Patent
* Oil & Mining
* Civil Engineering
* Emergency Response
* Occupational Health & Safety
* Cultures & Tourism
* Other Technology and Innovations
* Automotive, etc.
 |
| Job Title | : | Freelance Translator (English-Indonesian v.v.) |
| Duration | : | 2012 – now |
| Employer | : | AALS (<http://www.aals.com>), Atlanta, Georgia - USA |
| Specialization | : | **Life science, agriculture, government** |
| Job Title | : | Freelance Translator (English-Indonesian v.v.) |
| Duration | : | 2011 – now |
| Employer | : | Transperfect (<http://www.transperfect.com>)**New York, USA** |
| Specialization | : | **Legal, patent, medical/life science**. |

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| Job Title | : | Freelance Translator (English-Indonesian v.v.) |
| Duration | : | 2008 – now |
| Employer | : | Transwa Enterprise (<http://www.transwa-penerjemah.com>) **Indonesia** |
| Specialization | : | Same as above – mainly **legal (law, contract) & business**. |
| Job Title | : | Project Management Individual Consultant  |
| Duration | : | February 2005 – June 2006 |
| Employer | : | STAR-SDP Project, Ministry of Home Affairs |
| Specialization | : |  Assist Project Leader in overall project management activities. Prepare annual work plan with its cost estimates. Liaise foreign experts and donor institutions or countries. Propose the annual work plan for donor’s approval  Prepare funds disbursement application for the approved activities  Execute funds disbursement  |
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| Job Title | : | Teaching Staff for English and Computer |
| Duration | : | January 2004 – January 2005 |
| Employer | : | Local Secondary Education |
| Specialization | : | Prepare subject matter and instructional materials, conduct face-to-face classes (7th, 8th, and 9th grades), conduct evaluation and assessment, remedial, and national exam preparation, and make relevant reports. |
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| Job Title | : | Translator |
| Duration | : | July 2003 – December 2004 |
| Employer | : | NSIASP Project, Ministry of Public Works |
| Specialization | : | Translating documents for both international and national consultants, including contracts, training modules, reports, MOU, correspondence, and many others. |
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| Job Title | : | Translator |
| Duration | : | February 2000 – September 2002 |
| Employer | : | Intensified Communicable Disease (ICDC) Project, Ministry of Health |
| Specialization | : | Translating documents for both international and national consultants, including contracts, training modules, reports, MOU, correspondence, and many others. |
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| Job Title | : | Translator |
| Duration | : | July 1999 – March 2000 |
| Employer | : | Capacity Building Project, Ministry of Public Works |
| Specialization | : | Translating documents for both international and national consultants, including contracts, training modules, reports, MOU, correspondence, and many others. |

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| Job Title | : | Project Management Staff |
| Duration | : | 1997 – 1999 |
| Employer | : | Development of Madrasah Aliyah Project (DMAP) Project, Ministry of Religious Affairs |
| Specialization | : |  Assist Project Leader in overall project management activities. Prepare annual work plan with its cost estimates. Propose the annual work plan for approval  Prepare funds disbursement application for the approved activities  Execute funds disbursement  |
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| Job Title | : | Marketing Support  |
| Duration | : | September 1996 – August 1997 |
| Employer | : | PT. RVL Indonesia |
| Specialization | : |  Assist Marketing Manager in data entry for orders & clients Deal with incoming orders and repeat orders Ensure that each order is taken care of in such an effective and efficient manner, from quotation until the goods are delivered  Conduct correspondence with both local factories and foreign ones (Singapore and Hong Kong) |
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| Job Title | : | Food Server, Potential International Trainer |
| Duration | : | August 1995 – August 1996 |
| Employer | : | CHI CHI’S Mexican Restaurante |
| Specialization | : | Food & Beverages  |
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| Job Title | : | Information Officer  |
| Duration | : | September 1992 |
| Employer | : | National Committee, 10th Non Aligned Summit |
| Specialization | : | Assist foreign journalists including their registration at assigned hotels, immigration documents, and other press-release matters during their coverage of the summit in Jakarta |
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| Job Title | : | Bus Chaperone  |
| Duration | : | June 1990 – July 1995 |
| Employer | : | The Jakarta International School |
| Specialization | : | Supervise and ensure the safety of the Kindergarten & Elementary School students in the bus along their trips to and from the school.  |
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9. Interpreting Portfolio:

1. Public Health Laboratory Equipment – Training;

Jakarta, March18-20, 2013forLABCONCOSingapore

(Assigned by: LABCONCO Jakarta, Indonesia)

1. Laundry Machine Product Knowledge;

Jakarta, September 7, 2013 for GIRBAU - Spain

(Assigned by: Translator Indonesia, Jakarta, Indonesia)

1. Municipal Sanitary Management – Asia-Pacific Student Orientation;

Bekasi (Bantar Gebang), November 26, 2013 for Bantar Gebang Landfill Sanitary Facility

(Assigned by: Translator Indonesia, Jakarta, Indonesia)

1. Performance Audit/FCPA;

Jakarta, Dec. 09-13, 2013 for Pfizer Indonesia

(Assigned by: Transperfect, New York, USA)

1. Supply Chain Training for Management and Staff;

Jakarta, December16-20, 2013 for PT. ORANG TUA, Jakarta

(Assigned by: Translator Indonesia, Jakarta, Indonesia)

1. Manufacturing Knowledge & Factory Visit;

Bekasi, February24-28, 2014 for PT. CALPIS Indonesia

(Assigned by: Translator Indonesia, Jakarta, Indonesia)

1. Mitsubishi Factory Groundbreaking Ceremony;

Delta Mas Cikarang, March 24, 2015 for PT. Kramayudha Tiga Berlian (Assigned by: Indo-Lingo, Jakarta, Indonesia)

1. Workshop on Formulation of a Manual and Trial Calculation of GHG Emission from Peatland in Central Kalimantan;

Aquarius Boutique Hotel, Palangkaraya, April 7, 2015 for Indonesian Ministry of Forestry & JICA

(Assigned by: BBS, Jakarta, Indonesia)

**Certification** : I declare that all information given in the present curriculum vitae is true and correct.

Updated: June 2015