

ELLEN TANUJAYA

Apartemen City Resort Tower Alamanda Lt 1 no. 2,
Cengkareng, Jakarta 11730, Indonesia
Email: ellen.tagalog22@gmail.com
Tel: +84 904 699 898



Objective

Freelance English - Indonesian translation work, making use of extensive experience in market research and banking industry as well as academic qualification in e-commerce field

Profile

Native speaker of Indonesian. Bachelor of Computing in E-commerce, including four years of residency in English-speaking country, Singapore. Excellent computer and internet skills. Two-year working experience in an established regional bank with extensive bilingual communication and knowledge in financial terminology. Two-year experience in European market research agency with in-depth knowledge of the industry and familiarity with different types of surveys.

Language pairs

- English to Indonesian (translation, editing, proofreading)
- Indonesian to English (translation, editing, proofreading)

Areas of Specialization

- Marketing & Market Research
- Banking & Finance
- E-commerce/Internet & Software

Education

National University of Singapore, Singapore

2002-2006

- B.Comp. in E-commerce (Honors), a joint degree between NUS Business School and School of Computing

Korea University, South Korea

May-July 2005

- Certificate Track in Economics and Business

Working experiences

Proz.com - Freelancer 2010-present

- Translating approx. 40,000 words of an electrical company website (English to Indonesian)
- Translating approx. 10,000 words of public infrastructure tender document of (English to Indonesian & vice versa)
- Translating 7,628 words of forex website (English to Indonesian)
- Translating 7,382 words of HR software (English to Indonesian)
- Translating 2,555 words of mining contract (English to Indonesian)
- Translating 2,842 words of realty contract (English to Indonesian)
- Translating 46 pages of financial report & 32 pages of underwriting guide for insurance company (Indonesian to English)
- Translating brochures, forms, term sheet & bank statement for various banks (English to Indonesian & vice versa)
- Translating birth certificates, family register, high school & university certificate (Indonesian to English)
- Translating & proofreading various Facebook games & ads (English to Indonesian)

Working experiences (cont.)

IPSOS Indonesia - Freelance translator 2010-present

- Transcribing & translating Indonesian interview recording about washing machine and refrigerator used in the household into English script
- Translating shopper interview about brand of biscuit (Indonesian to English)
- Translating in-depth-interview in schools about university choices (Indonesian to English)

IPSOS Indonesia - Research Executive 2009-2010

- Translating questionnaires from English to Indonesian and vice versa, e.g.: usage & attitude (U&A) survey on pet food, U&A survey on ready-to-drink coffee, pricing study on infant milk, product acceptance test on soft drink's new pack size, tracking study on pest control products

Research International, Indonesia - Research Executive 2008-2009

- Translating questionnaires from English to Indonesian and vice versa, e.g.: concept and product test of facial cleanser and moisturizer, concept test on body cologne

DBS Bank, Indonesia - Treasures Sales Support 2006-2008

- Communicating bilingual in English and Indonesian to external and internal clients
- Confidential handling of financial data & records
- Familiar with banking and financial terminology

Freelance web designer 2008 - present

- Designing www.mybagstage.com from start to end and creating bilingual version for several pages

Training attended

- "Introduction to web site localization" by Proz.com, 2010

Software

- SDL Trados
- XTM
- Microsoft Office (Excel, Powerpoint, Word)
- Adobe Acrobat
- Macromedia Dreamweaver, Fireworks & Freehand

Capacity of translation

1500 - 2000 words per day

Rates of translation

- English to Indonesian: USD 0.06/word or USD 30/ hour (negotiable)
- Indonesian to English: USD 0.06/word or USD 30/ hour (negotiable)

References

- Available upon request