**CURRICULUM VITAE**

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**PERSONAL DETAILS :**

Full Name : Eunike Leony Angela

Nationality : Indonesian

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Email address : leonyangela1@gmail.com

University : University Of Indonesia - English Literature major

**ACADEMIC QUALIFICATIONS :**  
**Formal :**  
University of Indonesia : 2009 - 2013 ( IPK : 2,97)

Latest IP ( Grade Point ) : 3,3 ( from the scale : 4,00 )  
- English Literature  
- Bachelor Degree  
- Experienced in learning teaching methods during the accomplishment of the course.

Public Senior High School 4 Pematangsiantar : 2006 - 2009  
Public Junior High School 1 Pematangsiantar : 2003 - 2006  
  
**Non - Formal :**

MEDICA ( All subjects ) : 2008 -2009GEC English, Japanese and Computer course : 2006 - 2009   
Ghandi English Course : 2005 - 2006  
Michigan English Course : 2003 - 2004

**KEY SKILLS AND COMPETENCIES:**1. Advanced language knowledge.

2. Excellent writing skills.

3. In-depth cultural knowledge.

4. Good sound research skills.

5. Best practice translation and review processes.

6. Excellent computing and CAT - using skills.

**EXPERIENCE :**  
**A. TEACHING EXPERIENCE :**

1. I taught an American Associate Director of one of the largest company, namely Mr. Christopher Scott Burdick – PT. AECOM Indonesia, on Jenderal Sudirman Street Kav. 9 (Ratu Plaza Office Tower on 15th Floor ), Jakarta (a business name card as a proof ).

2. I taught a professional fashion designer ( London , the UK) of London Fashion Week, taught French, Dutch, British, American, Norwegian, and many more employees.

3. I taught a British Director Of Gardner & Cook Business English Training - Mr. Justin Craig ( a business name card as a proof )

4. I taught Foreigner Manager Assistants in PT.AURA CANTIK in Jakarta as a language trainer – As a reference – call 085882568832 - Mr.Ravi (The manager of PT. AURA CANTIK ). Email : chillara\_ravi@yahoo.co.in

5. I worked in ESQ Leadership Center Jakarta : taught the preparation of university entrance English tests and taught Toefl (2013 - 2014)

6. I worked in Ganesha Operation ,taught English to Elementary, junior high, senior high students ( 2015-2017 )

7. I taught science, social studies, maths and many more to Regular classes and Homeschooling (a special need student) class of Edelweiss school. We use The curriculum of the USA : Pearson Long Man (language: we speak English in the school area), managed and coordinated kids during the camping, Open House events and Field Trips (outside the school), Bakti Sosial (Social Charity) and Doctor Visit event, made sure these events run smoothly, and coordinated people during the graduation (2018 - 2020)

8. I taught Cambridge Curriculum lessons in 2019.

9. I taught Singaporean Outsourcing Manager, HRD in 2020.

**B. TRANSLATION EXPERIENCE :**

1. I translated medical documents/records in PT. Medika Swakindo, from websites to Wordpress files, managed Excell files and other files like hmtl, PO and xml (2009 - 2014)

2. I finished some translation projects for Indovision, SDI and other companies, provided reviews, proofread, wrote many contents and provided subtitles for Netflix, Genflix and many international companies (from 2009 - 2018)

3. I translated Legal documents in Habo Group by using SDL Trados Studio 2011 & 2014, Passolo, and MemoQ 2015, i did a transcription by using Dragon Naturally Speaking 13 software and i did a localization (2014 - 2018)

4. Beside this, i also worked in JNE Company in counting money, auditing financial records, organizing data entry on companies' website, and on other microsoft softwares also proofreading and writing some business contents. This helps me to be more detail - oriented, accurate and a hard worker beside meeting tight deadlines for the next projects (2017 - 2018)

5. I provided subtitles in PT. Media BC by using subtitle translation softwares like subtitle workshop, subtitle edit (srt) etc. I am also still working on some translation projects on various translation platfroms (2018 - 2020)

**B. WRITING EXPERIENCE :**  
  
Research Writing : **Research Journal**  
Theme : Gender, Feminism and Women in Politics  
Organizer : English Department of University of Indonesia  
Year : 2013

**C. EXPERIENCE OF ATTENDING THE GENERAL :**

By the United Kingdom Cabinet Minister, Baroness Warsi : 2012. ( Legally Certified )

**D. EXPERIENCE IN ORGANIZATION AND COMMITTEES :**

1.Social Charity Programme – Youth Evo community : 2010

I helped and managed some flood victims’ needs while cooperating with **President** in Tebet, South Jakarta where our team and his team helped each other to help the victims there, gave some educative entertainment to help relieve children’s trauma because of losing everything ( house, their families, peace, lacking of food, clothes and so on ). There was another event in December, when we worked in a team together for street-people’s needs, and I monitored stationary stocks and reordered when required, distributed food to poor people on streets who did not have homes and families, managed annual events by equipping what were needed by the members of the community and built social bond in the community.

2. Participating as the committee of Cultural Olimpiade - Faculty of Humanity of University Of Indonesia : 2011

I handled multitasking works, coordinated the event and supplied the equipments needed during the event.

3. Campus Ministry ICOC : 2011

I Held weekly meetings to make the next programmes, learnt to meet the members’ targets, took a responsibility that was given by our leaders and worked in a group of 40 people to coordinate the events and the members.

4. Komunitas 1001 Buku Jakarta: 2015

I worked in one of the largest communities in Indonesia, packed books,tried to observe some potensial partners to cooperate with who were able to give some educational books that would be given to the poor children in some remote areas, planned an effective distribution which could help finish our works, and surveyed some potential donors.

5. FIB Oikumene of University Of Indonesia

I joined weekly events, participated and gave a voluntary help if it was needed, and it is a learning center where we can learn social-culture, life values, commitment and trustworth and learn to share life ideas to others and our team.

**ACADEMIC ACHIEVEMENT :**

1. Got a medal and ranked **4th among approximately 1100 students** in a prediction test for university entrance exams hold by MEDICA, SNMPTN : 2008  
  
2. **Ranked 53th among approximately 3000 students in the Provincial** prediction test ( all schools in Sumatera Utara joined the test ) for entering Sekolah Tinggi Akuntansi Negara- STAN **( Legally Certified )**  
Got top rank for the second test : 2007 – 2008 ( legally admitted - passed the exams for 2 times including the first test)  
  
3. English News - Presenter Competition - Senior High School : 2007   
2nd rank **( Certified )**  
4. Ranked **4 th among approximately 300 students** of the Junior High School in a preparation test for National Exam, UN : 2006

**LANGUAGE SKILLS :**

|  | **Writing** | **Listening** | **Speaking** |
| --- | --- | --- | --- |
| **English**  ( in school and university - taught by lecturers who studied abroad and were graduated from universities in the UK and America | Excellent | Excellent | Excellent |
| **Indonesian**  (native – mother tongue ) | Excellent | Excellent | Excellent |
| **Italian**  ( 2 years - taught By Mrs. Emily Maglione – the Lecturer of University Of Indonesia – the scores are on my legalized score transcript ) | Intermediate | Primary | Primary |
| **German**  (in GEC and in school and with my German friends – in community - for 3 years ) | Intermediate | Primary | Intermediate |
| **Portuguese**  (in University Of Indonesia – taught by a Lecturer, Mr. Juao – a native portuguese – for 6 months | Primary | Primary | Primary |
| **Japanese**  ( In GEC - 2006 – 2009 during Senior High School term, in Pematangsiantar) | Primary | Primary | Primary |
| **Korean**  (taught some **native Korean** volunteers in a community ) | Primary | Primary | Primary |