**Imelda Trisnowati**

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Tel: 6221-8008893 (home); 08151611403 (cell)

e-mail: mmonhik@gmail.com

**CAPABILITIES**

* Having an eagerness to take on new skills and experience

**WORK EXPERIENCE**

September 2013 Freelance English and Bahasa Indonesia Instructor at AIM for English

May 2012 McKinsey Indonesia as Language Assistant for project based ( East Kalimantan )

Interprets/translates the spoken language from Indonesia to English ( where appropriate and necessary), and vice versa, providing consecutive interpretation of statements.

2004 – Present Easy English as Head Tutor

Do monitoring the tutorial ongoing, prepare the students’ monthly report to be submitted by e-mail and assist Marketing Department in student’s extension.

Oct 2000 - Feb 2004 Quick English as English Tutor

Give tutoring in distance learning program both on the phone and class session.

Dec 1998 – Sept 2000 Lessons for Life as English Tutor

Give tutoring in distance learning program both on the phone and class session.

Feb 1997 – June 1998 PT. Mulia Inti Pelangi as Administration Staff

Handle administrative duties such as bookkeeping, sorting the office correspondence, receiving general phone enquiries as well as taking messages and helping general work as directed.

**EDUCATION**

1993 – 1998 University of Prof Dr Moestopo, Faculty of Communication, Public Relations Department, graduated

**SKILLS**

Computer literacy: Microsoft Office (MS Word, MS Excel, MS Outlook and Internet )

Language proficiency: Indonesian (maternal language)

English – Good

**INTERESTS**

Outdoor activities, travel

**OTHER**

Freelance translator (documents)

**The Translation Projects that I have worked on recently ( in the last 4 years )**

## English-Indonesian Translation and vice versa at Ansh Intertrade Pvt, Ltd (India), Summit Works Vertalingen & Communicatie (Netherland), PPTS (India), Lingua Guru (India). Talking Heads (UK), Travod International (UK), Ideal Lingua Translations (India), Language Nobar (India), AsiaStar (Singapore), TRD Translation (China).

## English-Indonesian Translation for Marriage Certificate, Taika Translation (2015), Discharge Procedures, Crystal Translation (2015).

## English-Indonesian Translation for Fuel, Unique Translation (2014), Translation for Indonesian Port at International Container Terminal Services (2014).

## Translation for Certificate at Smart Translation in Singapore, WorldAccess Translation in Las Vegas and Crystal Translation in India (2014).

## Indonesian Transcription and translation to English (Bysura) Day Translations (2014).

* Appraisal for Ships and Prakarsa Projects at PT Dian Andilta Utama, Indonesia (2013).
* Climate Change at Mckinsey Indonesia (2012).
* Construction Services at Samsung Corp, Indonesia (2012).