

SHERLY CHRISTIANTY

INDONESIAN-ENGLISH TRANSLATOR

Phone number : +62 85833305963
sherlychristianty15@gmail.com

Dear Hiring Professional,

Please accept this letter as an expression of my interest in the position Indonesian Translator for English to Indonesian Translation. I am a highly motivated and progress-focused Transcriber with a long-standing background in this industry. With a track record of initiative and dependability, I have devised strategic initiatives which I believe will prove valuable to your company.

Please take a look at my attached resume for a detailed look at my skills and experience. Here's a snapshot of what I have to offer:

Throughout the course of my career, I have perfected my data entry and grammar and spelling proficiency abilities. I am a capable and consistent problem-solver, skilled at prioritizing and managing projects with proficiency.

In my previous role, I contributed communication, critical thinking, and reviewing transcribed reports toward team efforts and business improvements. I am progressive minded and in tune with new developments in my field. I have proven to be effective and collaborative with strong time-management talents. Not only that, but I enjoy collective brainstorming sessions, which all me to coordinate activities to achieve a common goal.

Please take a moment to review my attached resume and credentials. I would greatly appreciate the opportunity to speak with you regarding my candidacy.

Thank you for your consideration.

Sincerely,
Sherly Christianty



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ABOUT ME

Accurate, fast keying skills and sound knowledge of computer application. I am both flexible and innovative in my work. Proven ability to collect and manage information efficiently and accurately. Excellent written and verbal communication skills and a strong desire to work hard and perform well.

SKILLS

Listening skill	●●●●●
Time management	●●●●●
Computer skill	●●●●●
Detail oriented	●●●●●
Writing skill	●●●●●
English Grammar	●●●●●

AWARDS

- Level A1 in English on Busuu Grade A+ (100%)
- Busuu's English for Business course Grade B (83%)

CONTACT ME

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EDUCATION

Alison Diploma in Basic English Grammar score 85% 2020

- Punctuation and Speech
- Past, Present, and Passive Tenses
- Tenses and Structure

Alison Diploma in Accounting : Score 91% 2020

- Accounting - Merchandising Transactions
- Measuring and Reporting Inventory
- Accounting - Control and Monitoring of Cash
- Accounting - Receivables and Payables

EXPERIENCES

- 2020 **ALTAIR TS ENGLISH TRANSCRIBER**
 - Facilitated transcription of database's English and Indonesian language audio into written text
 - Located and revised errors produced by speech recognition software
 - Used online file-management system to complete, submit, and correct transcription project
 - To date, 100% of deadline requirements have been met.
- 2021 **ALTAIR TS QA OCR MALAY ENGLISH**
 - Tag and label any character and punctuation on target language in the designated box
 - The tag option is still in Chinese character, memorize the translation, and tag the text accordingly
 - Mixed malay+english words will be tagged as malay. Common known full english text will be tagged as english