

# STEFANIE SANTOSO

*Social Media Expert & translator*

## CONTACT

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## EDUCATION

### MSC. INTERNATIONAL BUSINESS MANAGEMENT, KINGSTON UNIVERSITY

2013

Module of studied include:  
International Business Strategy,  
Financial Resources Management,  
Information Management,  
Entrepreneurship, Operations  
Management, Marketing, and  
Cross Cultural Management.

### BSC. BUSINESS MANAGEMENT, PELITA HARAPAN UNIVERSITY

2009

Module of studied includes:  
Management and marketing,  
focused on marketing subject

### SOFTWARE/APPLICATION /PROGRAM USED:

- Microsoft Office
- Microsoft Excel
- Microsoft PowerPoint
- CATi interview software
- Facebook Ads
- Instagram
- Adobe illustration
- Adobe Photoshop
- Google Form
- Google Spreadsheet
- SLACK
- CANVA
- Wordpress

## PERSONAL PROFILE

Held a master degree in Business International Management program of Kingston University with more than five years on hand experience in research and translations. Always love to work in environment where communication skill, professionals and proactive personality can add value to the success of the project. During studies time was working for certain companies such as in Research Company and psychologist training company. Able to speak English, Chinese and Indonesia very well, with ability and skill in organizing work, resourceful, flexible professionals as well motivating, passionate, determined and able to encourage self in working individually or in team.

## PROFESSIONALS EXPERIENCES

### TRANS LANGUAGE SOLUTION

*AI English Recording Indonesian source | March 2022*

### TRANSPACK

*Translator | Aug 2021 & Dec 2021*

### TELUS INTERNATIONAL

*Annotation - labeling | Nov 2021 - Jan 2022*

### SOCIAL MEDIA LEAD

*Botani Square Mall, Bogor-Indonesia | Aug 2019- Present*

### EVENT PROJECT LEAD FOR INDONESIA

*Chain Media Shanghai | Aug 2017-July 2018*

### INTERVIEWER AND TRANSLATOR EXECUTIVE

*Kudos Research, London-United Kingdom | Nov 2012- 2018*

### SURVEY QUALITYCONTROL

*Ugam Research, London-United Kingdom | July 2012*

### STRATEGY AND PUBLIC RELATION ASSISTANT (INTERNSHIP)

*Abicord, London-United Kingdom | May 2012 - July 2012*

### ASSISTANT PUBLIC RELATION DIRECTOR (INTERNSHIP)

*Siloam Hospital, Tangerang - Indonesia | January 2010 - March 2011*

### ASSISTANT MANAGER (INTERNSHIP)

*Pelita Harapan University, Tangerang - Indonesia | July 2009 - December 2009*

## TEACHING EXPERIENCE

- English Advance Teacher, Indonesia, October 2019- present
- Primary School Subjects Tutor, Indonesia, Aug 2017-December 2017
- Professionals English Tutor, Shining Language Center, April 2016- December 201
- Private Teacher, Private tutor for Mandarin, June 2006- June 2007
- Private Teacher, Shining Language Center, December 2005 - March 2006

## ACHIEVEMENT

- CATI training for interviewers (2012)
- Leadership programme at Harvest Ministry (2005)
- Project- FARA Charity Shop, London-Operations Management

## REFERENCES

### International relation office UPH

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