

Catur Rusputranto

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Overview

Academic Coordinator with extensive experience teaching and advising students. Freelance Translator experience translating books and documents. Fluent in English; skilled at translating books or documents, language pair English > Indonesian and Javanese. Excellent written and oral communication skills.

Education

Bachelor of English, PERTIWI College, Jakarta, Indonesia

Related Experience

Academic Coordinator, Primagama and BBC English Course, Tangerang, Indonesia

Sept. 2008 – Present

- Design and teach weekly course for high school seniors on English Communication
- Meet individually with students to discuss courses, grades, behavior, college applications, and other issues and concerns
- Maintain contact with parents and guardians of students to develop a network of support and communication around each student
- Implemented use of new data program in the counseling office to help counselors track student progress

Freelance Translator

April 2010 – Present

- Translate books. Have accomplished translating one Motivation book, one Science book, and one Algebra book
- Translate some documents for PT Trigana (The Aviation Company), Jakarta
- Translate some other documents for some end clients

State Room Attendant, Royal Caribbean International, Miami, FL

December 2000 – July 2007

- Met and communicated to guess, and made sure everything was beyond the compliances
- Set self daily schedule and took responsibilities of any tasks need to be finished
- Gave Outstanding services to provide holidays of a life time for guests

Assistant Teacher, Intensive English Course, Jakarta, Indonesia

1997 - 2000

- Worked with ESL children to improve English language skills
- Greeted parents and discussed their children's progress each day to promote communication between teachers and families
- Assisted teachers in daily activities and projects

