**Intan M. Angkawidjaja**

**PROFILE**

I help individuals and institutions complete their projects in a timely manner, within budget, and with as little error as possible by offering professionalism, reliability, commitment, and personal attention to the project. As a professional with many years of corporate experience under my belt, I strive to provide excellent result, which translates to correct within-context translations to English and Indonesian.

**EDUCATION, COURSES, AND CERTIFICATES**

2006 Foundation TESOL Certificate – Global TESOL College (120 hours

Foundation TESOL Course)

2006 Spanish courses – Casa Xalteva, Granada, Nicaragua (Four hours per day for one week)

2005 Accelerated Spanish I and II – New York University’s School of Continuing and Professional Studies (September to December)

1996 – 1998 MBA in Finance and International Business – University at Buffalo, State University of New York

1992 – 1996 BA in Finance and Banking – University of Missouri, Columbia

2000 – 2002 French courses – Centre Culturel Francais (CCF), Jakarta, Indonesia

**EMPLOYMENT/ASSIGNMENTS**

2010 - Present **Freelance Assignments in Translation/Subtitling/Transcription/Data Annotation**

**-** Currently working with Appen on **transcriptions** of audio files to be used for a speech recognition project. The audio files are in **Indonesian**.

**-** Currently signed up with Appen for several projects, including **data / image annotation**, which I have done; this project may continue in the near future.

**-** Currently working with Appen on **transcriptions** of audio files to be used for a speech recognition project. The audio files are in **Indonesian**.

* Collaborated with Global Language Team on **transcriptions** of audio files to be used for a speech recognition project. The audio files are in **Indonesian** and the following accented **English**: US, New Zealand, Chinese, and Singapore (2020).
* Completed **proofreading** of a transcription guideline’s translation from **5738 English words to Indonesian**, working with Global Language Team (2020).
* Performed some transcriptions of US English audio files under Qtrans Language Solution Global (2020).
* Joined **Ted.com** as a **volunteer translator** of their videos using the software Amara. First translation of ‘Sleep is your Superpower’ by Matt Walker can be found here:

<https://www.ted.com/talks/matt_walker_sleep_is_your_superpower?language=en>(2019).

* Provided **Indonesian to English** **translation of 125 pages** of deed of incorporation for PT Abunawas Group Indonesia (2018).
* Joined Zero Chaos as an **Ads Quality Rater**, working 10 hours per day for their client, one of the biggest technology companies in the world (3 months in 2016).
* Provided **English to Indonesian translation** as well as voice-over for a video translation project by RARE, a non-profit organization (2010).
* Provided High School Diploma translations from Indonesian to English for various companies and individuals.

2015 – Present **Private English tutor**

Teaching individual students, privately or in small groups, from elementary to high school level in all aspects of English; i.e. grammar, speaking, writing, reading, and listening.

2012 – 2014 **Business Analyst - Global IT Department at GroupM, New York**

Successfully implemented IT Budgeting application called Apptio. Responsible for management and maintenance, troubleshooting, deployments, configuration and development of Apptio as well as training. Involved in business requirements gathering from users. Generated variance analysis reports for Global and Regional CIOs worldwide.

2007 – 2012 **Freelance Interpreter – New York City Immigration Court, NY**

Performed both consecutive and simultaneous interpreting, working for Lionbridge Technologies, Inc., serving mainly the New York City Immigration Court.

2005 – 2011 **Financial Analyst - Global IT Department at GroupM, New York, NY** Responsible for expense management, budgeting, and recharges. Reporting to CIO, aided in overseeing regional budgets. Monitored, reviewed, and reported monthly & quarterly actual vs. budget for offices worldwide. Served as a liaison between IT and Finance as well as Vendors.

1998 – 2004 **Various Analyst Roles**

Employers include: JPMorgan Chase & Co. and BNP Paribas.

**LANGUAGE, COMPUTER AND OTHER SKILLS**

Fluent in English and Indonesian; some French; beginner Spanish

Amara subtitling platform, Microsoft Excel, Word, Power Point, Access, proprietary applications

Excellent interpersonal and communication skills, analytical and problem-solving skills, organizational skills with attention to detail, ability to perform under tight deadline and to multitask; self-motivated with an excellent work ethic, adapt easily to new concepts and responsibilities.

**HOBBIES/INTERESTS**

I have a passion for languages, but specifically the English language. I still read printed books in English every day. Another passion of mine is tennis, which helps maintain my fitness and clear my mind. Last but not least, I love travelling so much that never a year passes by without my visiting a new destination to fulfill my wanderlust.