

# CURRICULUM VITAE

## PERSONAL DETAIL

✚ Date of Birth : 23<sup>rd</sup> Jan 1977  
✚ Place of Birth : Jakarta  
✚ Nationality : Indonesia  
✚ Marital Status : Single  
✚ Blood Type : A  
✚ Driving License : C  
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## FORMAL EDUCATION

- ✚ 2002 - 2008 : Darma Persada University, Jakarta, majoring at Japanese Literature. GPA :3,56 at scale 4
- ✚ 1995 - 1997 : Politeknik Federal ( Now as Polman Astra ), Jakarta
- ✚ 1992 - 1995 : Pangudi Luhur Van Lith Senior High School, Muntilan

## WORK EXPERIENCE

- April 2017 - 2019 : Japanese- Indonesia-English interpreter and translator at PT. Hitachi Chemical Indonesia (support 5 Japanese Staff and other National Staff to translate documents, meetings, and any other job, related to QA/QC, Production, Tooling, Machining and Selection area, PPIC and HRd/GA)
- ✚ Jan 2015 - 2016 : Japanese - Indonesia - English Interpreter and translator as freelancer ( PT Kyodo Yushi Indonesia as interpreter in Launching its Company, PT Okamoto Logistic as Finance and Accounting Freelance Interpreter, PT Sukses Sata Mandiri as Marketing Freelance Interpreter and Translator, tec.), Japanese and Bahasa Indonesia teacher (PT Sanwa Trading Indonesia, PT Yasufuku Indonesia, PT Yaskawa Electric Indonesia, PT Nanbu Indonesia, etc)
- ✚ Sept 2014 - Present : Japanese - Indonesia interpreter and translator at PT. Global Teknindo Berkatama
  - Interpreter for PT Sugindo International President Director (Mr. Honma)
  - Support for weekly meeting, relocate to new factory (relocate meeting), division meeting, QCC meeting and Quality meeting
  - Translate document related to rule, company SOP/ WI, company structure and its job desk
  - Teaching Japanese for trainee which training at Suzuki Corporation, Nagano-ken.
  - Support to make system (working flow), and ISO 9001
- ✚ Feb 2014 - Present : Freelance translator and interpreter
- ✚ Nov 2013 - Feb 2014 : Japanese - Indonesia-English interpreter and translator at PT. Saitama Stamping Indonesia

- Translator and interpreter of Japanese - Indonesian - English
  - Supporting assistant Manager/ SPV/ Leader on weekly meeting, specialist training which mentor use Japanese / English.
- ✚ Nov 2011 - Nov 2013 : Japanese interpreter and translator at PT. Hitachi Powdered Metals Indonesia.
- Teaching Indonesia language for Japanese staff.
  - Translator and interpreter of Japanese - Indonesian - English
  - Supporting assistant Manager/ SPV/ Leader on weekly meeting, specialist training which mentor use Japanese / English.
  - Backing up HRD and GA to explain their job to Board of Director, their new program and explain rule and law which are running in Republic of Indonesia, Man Power Ministry and in internal Company.
  - Backing up for ISO/TS16949 and ISO14001 (especially in translating document)
- ✚ Sept 2010 - present : Japanese teacher and Indonesian teacher, interpreter, translator (Japanese-English-Indonesia) of LPK Mirai Jakarta,.
- Teaching Japanese language for employee.
  - Teaching Indonesian for Japanese foreigner.
  - Support Marketing Job
  - Responsible for Instructor needs in class
  - Translator and interpreter of Japanese - Indonesian - English
- ✚ 2004 January - Sept 2010 : Japanese teacher and Indonesian teacher, interpreter, translator, Instructor coordinator and also as managing supervisor in Ayumi Nihongo Gakko at Cikarang.
- Teaching Japanese language for employee.
  - Teaching Indonesian for Japanese foreigner.
  - Support Marketing Job
  - Responsible for Instructor needs in class
- ✚ 2001 - 2002 : Tooling and Gauge Supervisor in PT. Kawashima Engineering Plastic Indonesia ( Mold prepare and repair as main business)
- Responsibilities:
- Responsible to control mold-up schedule.
  - Responsible to control 6S ( 5S & Safety ) Activities .
  - Japanese Interpreter & Translator.
  - Report to Japanese Advisor and Japanese Factory General Manager
- ✚ 1998 - 2001: Electrical Assembly Training Program, at Sony Kitakanto, Co.Ltd., ( Group of Sony Japan ) Ibaraki, Japan. Responsibilities:
- Assembly of Mini Compo and mini Hi-fi
  - Checking NG of Home electrical equipment
  - Service and maintenance for Home electrical equipment

## **ORGANIZATIONAL EXPERIENCE**

- ✚ 2003-2004 : Himpunan Mahasiswa Jepang Darma Persada as Education head section

## LANGUAGES

- ✚ Indonesian : Native language
- ✚ English : Fluent English
- ✚ Japanese : Japanese Language Proficiency Test Level 2

## COMPUTER SKILLS

- ✚ Microsoft Office: Word, Excel
- ✚ Internet

## TRANSLATE & INTERPRETE CLIENTS

- ✚ PT Bridgestone Indonesia : Translate of training manual
- ✚ PT Yamani Spring : Translate of manual machine Eng - Ind (spring machine)
- ✚ PT Sekisui Indonesia : Translate of Proposal for Environmental Permitt
- ✚ PT Daido Metal Indonesia : Translate of SOP/WI, preventif and corrective action and translate of One Point Lesson
- ✚ PT Yamaha Parts Motor Indonesia : Subtitle of 5S (6 videos)
- ✚ PT Yamaha Indonesia Motor Mfg : Interpret
- ✚ PT Nitto Matex : Translate of Cardiolog matters
- ✚ PT Isogai Indonesia : Translate of FMEA, PQCS, Cp-Cpk data
- ✚ PT Hitachi Powdered Metals Indonesia : Translate ISO/TS16949 (QR and QMS)and ISO14001 documents
- ✚ PT Sukses Sata Mandiri : Translate of management rule
- ✚ PT Sanyo Indonesia : Translate of water purifier equipment
- ✚ PT NOK Indonesia : Teaching Japanese Class for Indonesian and Indonesian Class for NOK Japanese staff.
- ✚ PT Saitama Stamping Indonesia : Interpreter for Press Dept.
- ✚ PT Padama Bahtera Labelindo : Interpreter for training IT (high speed scan)
- ✚ PT Bellsonica Indonesia : Interpreter and Translator for Production needs
- ✚ Others