

# Annisa Fathia Rachmah

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## EDUCATION

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**Universitas Indonesia – Bachelor of Arts**

**Sept 2016 – Oct 2020 | Depok, Indonesia**

*Major in Chinese Studies and Literature*

GPA: 3.31/4.00

## WORK EXPERIENCE

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**Private Tutor**

**2018 – 2020 | Jakarta, Indonesia**

*Chinese Teacher for Primary School Students*

- Creating an ideal studying environment for child based on the respective parents' requirement
- Helped the students to achieve at least above the average score in Chinese subject

**Freelance Translator**

**2018 - 2020**

*Private Document Translator*

- Translated documents from Indonesian to English for overseas university enrollment
- Translated song lyrics from Indonesian to Chinese Mandarin for educational purpose

**Language Development and Fostering Agency**    **July 2019 | Jakarta, Indonesia**

*Assigned Intern in Language Development Division*

- Collected data for diachronic corpus creation
- Proofread and examined online public entries in KBBI (Great Dictionary of the Indonesian Language) website

**UI Creates by Universitas Indonesia  
International Office**

**February 2020**

*Liaison Officer*

- In charge of keeping track of the students' day-to-day schedule during the exchange program to make sure punctuality
- Collaborate with designated driver to confirm the pick-up and departure timing of the students
- In charge of taking documentation to create representative video at the end of the program
- Communicate with the exchange students and address their concern regarding the program and helped solve the issue

*Mandarin Speaking Finance Administrative Staff*

- Updating income and outcome report for administrative and tracking purpose
- Made payment to local and overseas partner
- Communicate with Chinese site members regarding the site expenses

**Elite Asia Pte., Ltd.**

**Apr 2021 – Apr 2022 | Remote**

*Project Assistant*

- Supported project leaders with administrative tasks
- Handled simple translation projects from the task assignment to freelance linguists to cost management

**Elite Asia Pte., Ltd.**

**Apr 2022 – Present | Remote**

*Project Leader*

- Handled big volume projects from the task assignment to freelance linguists to cost management
- Directly attended to client's feedback
- Provided feedback for linguists and reported it to talent management team
- Led a team of project managers, linguists and typesetters to complete a long-term project of Annual Report translation

## **ORGANIZATIONAL EXPERIENCE**

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**Student Executive Board's President and Vice-President Election of the Faculty of Humanities Universitas Indonesia (BEM FIB UI)**

**2017**

*Vice Project Officer*

In charge of keeping track of the planning made by the core committee, including schedule, administration, finance and social media content. Verifying in detail of the contents to avoid campus-level political preference.

**Faculty of Humanities Universitas Indonesia Student Executive Board Member (BEM FIB UI)**

**2017-2018**

*Chief of Public Relation*

In charge of monitoring and synchronizing student associations activities while maintaining good relationship with every community in FIB UI. Working alongside the creative media bureau to maintain our organization concept in the media and to efficiently achieve the purpose of our content.

**Sinology Students Association of Universitas Indonesia (IMSI FIB UI)      2018-2019**

*Vice President*

In charge of coordinating chinese studies student's aspiration with the faculty and helping the president of IMSI in managing IMSI annual programs, and also contributed content ideas in IMSI's social media platform.

**SKILLS**

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Technical Skills:    Ms. Office (Word, Excel, and Power Point)  
                                Basic Design (Canva)  
                                Basic Video Editing (Inshot, Movie Maker)  
                                CAT tool (SmartCat, Smartling)

Language Skills:    Indonesian (Native level)  
                                English (High Intermediate level)  
                                Chinese Mandarin (Intermediate level)

Additional Skills:    Communication, time management, adaptive, excellent teamwork, discipline.