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| **Benita Larissa**  Bandung, Indonesia  +6289528525655  larissabenita.18@gmail.com |

**Summary**

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| I am passionate about English language and I eager to constantly improve my skills and knowledge. I enjoy expressing myself through writing original and solid texts. I have more than 7 years of experience in translating written words from English to Indonesian or vice versa, providing linguistic and administrative assistance to workers from various backgrounds. I have strengths in organizing and work thoroughly professional with an accurate and efficient approach.  **Skills**   * English and Indonesian fluency Client-focused * Patient and reliable * Interpersonal awareness * Academic planning * Results-oriented * Quick learner * Analytical Thinking * Adaptable and flexible * Analyzing systems * Cultural understanding * Editing skills * Microsoft Office * Power Point * Proofreading * Transcription * Document evaluations * Innovative thinker * Attentive listening * Training and development * Solution-focused counseling * Natural leader * Operations management |

**Experience**

**06/13 – 06/17, Teacher at BPK Penabur School – bilingual classroom, Bandung- Indonesia.**

I teach primary student in bilingual classroom, and as a classroom teacher I have responsibilities to manage a classroom and submit every teacher's administrative work needed such as;

* Met with parents and administration to advocate for student needs.
* Created age and interest appropriate reading lists to expand students' vocabulary and comprehension skills.
* Adapted curriculum for innovative classes of 45 students with specialized plans for individual students.
* Administered timed reading, writing, speaking and comprehension exams to students.
* Worked with English Language Learners in small groups to develop fluency.
* Combined discipline plan with effective measures and lesson plans to increase concentration, participation and progress student accountability.
* Created and enforced child-based hands-on curriculum to promote student interest and receptive learning.
* Developed interesting course plans to meet academic, intellectual and social needs of students.
* Managed and controlled office supply inventory to ensure timely ordering or requisition of depleted or low-level stock.
* Collaborated with project leaders and stakeholders to accomplish objectives.
* Coordinated after school tutoring hours with other teachers to help students in need of extra attention.
* Observed and documented behaviors and actions.
* Used variety of teaching techniques to encourage student critical thinking and discussion in English course.
* Developed lesson plans to teach course materials according to schedule.
* Provided continuous evaluation of program operations as compared with established mission and set parameters.
* Developed and implemented interesting and interactive learning media to increase student understanding of course materials.
* Communicated with contractors and vendors to place and receive orders, request maintenance services and deliver instruction on behalf of office management.

**01/08 – present, Private Tutor, English Language Teacher, Bandung- Indonesia.**

I teach English language applied to all subject lessons for children and adults, some of my experience as a private teacher are

* Gave early intervention support to students just beginning to struggle with materials.
* Provided test preparation services for routine, standardized and college entrance examinations.
* Utilized technology in tutoring sessions to diversify and enhance learning.
* Devised unique lessons to fit individual needs in skill building and full instruction on each subject.
* Designed lesson plans focused on age and level-appropriate material.
* Developed lesson plans to teach course materials according to schedule.
* Earned positive feedback from parents regarding classroom instruction and student learning success.
* Kept youth safe and secure at facility and in public.
* Managed and controlled office supply inventory to ensure timely ordering or requisition of depleted or low-level stock.
* Translated operational directives into program road maps
* Developed, administered and graded tests and quizzes in a timely manner.
* Performed student background reviews to develop tailored lessons based on student needs.
* Created and enforced child-based hands-on curriculum to promote student interest and receptive learning.
* Provided feedback on individual actions, behaviors and verbal responses.
* Observed and documented behaviors and actions.

**06/08 – present, Freelance Translator, Bandung- Indonesia.**

I did the translation of some documents such as; medical, pharmacy, economy, literature, academic, legal, etc.

* Used knowledge of cultural background to understand idiomatic meanings of specific expressions.
* Provided full Indonesian to English translation services.
* Provided full English to Indonesian translation services.
* Proofread completed translations to catch and fix punctuation, grammatical and translation errors.
* Duplicated the style and flow of original documents.
* Time management for deadlines submission

**01/10 – 01/12 Translator at Young Living Independent Distributor, Bandung- Indonesia.**

* Translate English documents of the company, for power point meetings, advertisements, printed material promotions, etc.
* Consult the design for brochure, pamphlet, and booklet with the clients.
* Planned and executed a project from a company.
* Brainstorm various strategies and proposed these strategies for client approval.
* Kept clients' budget in mind while preparing projects and consistently stayed under budget.
* Made sure all ideas were unique and proposed several options to clients to make sure the option they chose was the overall best one for their needs and requirements.
* Communicated with over 3 clients weekly to talk about their individual needs and their overall vision.
* Created the look and feel of the organization's online presence in social media forums.
* Generated high quality results in a timely manner.
* Developed templates for presentations and reports.

**01/08 – present, Artist and Events Organizer, Bandung- Indonesia.**

* Engaged audiences to increase interest and participation in nightly shows while interacting with audience members to encourage participation.
* Taking Role in some events performance such as; live music, drama performance, dance events, literature discussions, movie screening and book discussion, poem reading, traditional music performance, cultural events, etc.
* Working in team- creative to create many events, mostly, art events.

**Education**

**Bachelor of Arts - 2013**

Studied English Literature at Universitas Kristen Maranatha | Sukajadi, Jawa Barat