Tavril Saleh,
English-to-Indonesian Translator (vice versa)
tavril@hotmail.com
+(62) 855.78.23.120

Summary of Qualifications
Passionate English and Bahasa Indonesia translator with 20 years of experience in English-to-Bahasa Indonesia and Bahasa Indonesia-to-English translations. Successfully translated Annual Reports, Company Profiles and Sustainable Development Reports, as well translating news releases and news summaries.

Work Experience
English-to-Indonesian (vice versa) Translator

Key Qualifications & Responsibilities
- Performed various translation and interpretation duties from Bahasa Indonesia into English, including written texts.
- Translated text projects, including legal documents, website content, news articles, and corporate reports.
- Upheld strict confidentiality policy when translating personal and corporate materials.
- Provided interpretation and transcription services as needed by corporate clients.
- Write articles as well as translations on the development of Annual Reports, Company Profiles, Sustainable Reports as well as News articles.

Corporate Projects
Maximark Communications, Jakarta, Indonesia, Dec. 2007-March 2010
- PT Adhi Karya (Persero), Annual Report
- PT Astra International, Sustainability Report
- PT Adira Finance, Annual Report
- PT BISI International, Annual Report
- PT Truba Manunggal, Company Profile
- PT Indika Energy, Annual Report
- PT Bhakti Investama, Annual Report
- PT Sampoerna Agro, Annual Report
- PT Wijaya Karya, Annual Report
- PT Apexindo, Annual Report

Pacific Communications, Jakarta, Indonesia, April 2000-Dec. 2007
- PT Danareksa (Persero), Press Releases, News Summary
- PT Philip Morris Indonesia, Press Releases, News Summary
- PT London Sumatra Indonesia Tbk., Press Releases, News Summary

Inke Maris & Associates PR Consultant, 1997-1998

- PT Beiersdorf Indonesia: Press Releases, News Summary
- Singapore Airlines: Press Releases, News Summary
- PT Bankers Trust Indonesia: Press Releases, News Summary

Burson-Marsteller Indonesia, Jakarta, Indonesia, 1996-1997

- PT Motorola Indonesia: Press Releases, News Summary
- PT Texmaco: Annual Report
- PT Argo Pantes: News letter

Matari Ad, Sudarto-Noeradi PR Counselor, Jakarta, Indonesia, 1991-1996

- Bank Mayapada: Company Profile
- PT Inti Karya Persada Tehnik: Company Profile
- PT BASF Indonesia: Corporate Profile video
- Japan-Indonesia Friendship Festival: News letter

Education

Bachelor of Science in Business Administration
GS Fame Institute of Business (an affiliate of PSBA, Philippines), Jakarta, Indonesia
Graduation: 1991

Key Skills

- Excellent Verbal, Non-Verbal, and Written Communication
- Cultural Awareness & Intelligence
- Time Management & Multitasking
- Analysis & Research
- Self-Management & Self-Motivation
- Creative Writing Skills
- Copywriting & Copyediting

Languages

- **English (American)**: Proficient
- **Bahasa Indonesia**: Native Proficiency

Annual Report Awards, Indonesia

- Earned Best Annual Report Awards in 2010 (PT Adhi Karya Tbk.)
- Earned Best Sustainable Development Award in 2007 (PT Astra International Tbk.)

Membership

- Member of Himpunan Penerjemah Indonesia (Indonesian Translation Association.)