

CURRICULUM VITAE

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EDUCATIONAL BACKGROUND:

1993 – 1994 : MBA - Management, Indonesia-European University, Jakarta, Indonesia
1979 – 1983 : *Strata Satu* (S1) (Undergraduate degree) – English Department, Faculty of Language & Literature, Satya Wacana Christian University, Salatiga, Central Java, Indonesia

PROFESSIONAL EXPERIENCE:

Feb 2002 – present : **Self-employed**
Freelance, Certified and Sworn English – Indonesian and Indonesian - English Translator

May 2009 – Jul 2009 : **The U.S. Department of Justice International Criminal Investigative Training Assistance Program (ICITAP)**
Position: In-house Translator (on contract)

Jul 1999 – Jan 2002 : **PT. Aditya Toa Development (a joint venture company)**
Line of Business: Property development & management
(Menara Thamrin office building)
Position: HRD & GA Manager

Jan 1995 – Jun 1997 : **Mulia Group**
Line of Business: Property development & management:
office buildings, mall, condominium, hotel

Last position: Assistant Administration Manager, Property Div.
Taman Anggrek Mall, Jakarta

Initial position: Chief Personnel & Administration
(Plaza Kuningan office building management)

Feb 1986 – Dec 1994 : **Indonesia-Australia Language Foundation (former Australian Language Centre)**
Line of Business: Language Institution (English and Indonesian)
Last position: Personnel & Administration Manager
Previous positions: - Registrar (Academic Administration Officer)
- Director's Secretary

May 1984 – Jan 1986 : **PT. Fairchild Semiconductor Indonesia** (American company)
Line of Business: Semiconductor Assembling and Testing
Last position: Administrative Assistant – Materials Department
Previous positions: - Job Evaluation Specialist – HRD Department
- Secretary to American Consultants – Training Dept.

Nov 1983 – Mar 1984 : **Intensive English Course (IEC) Jakarta**
Position: English Instructor

Jun 1983 – Aug 1983 : **Satya Wacana Christian University, Salatiga, Central Java**

Position: Indonesian language instructor for expatriates (American).

TRAINING EXPERIENCE:

2009 – 2010: Facilitator for Legal Translation Training held by the Association of Indonesian Translators.

TRANSLATING EXPERIENCE:

Over 18 years of translating experience. In 2002 I quit my job and started as a full-time translator.

I have translated various kinds of documents including: Court verdicts/awards, Notary Deeds, Company Articles of Associations, Company Regulations, Standard Operating Procedures, Codes of Conduct, Proposals, Reports including Financial Reports, Bank reports, BRR (Aceh & Nias Reconstruction and Rehabilitation) Final Report submitted to the President, Feasibility Study Reports, Legal Contracts/Agreements, Employment Contracts/Agreements, HR Systems & Procedures, Minutes of Shareholders Meetings, Government Regulations, Government Permits/Licenses, Job Descriptions, Collective Labor Agreements, MOUs, Lease Agreements, Brochures/leaflets, Articles from printed media, Christian articles, Medical Reports, Training Modules, Technical Manuals, User's Handbooks, Computer, Telephone, Telecommunication, Airline Promotional Materials, Survey Results, Questionnaires, Personal Documents such as Academic Certificates, Transcripts, School Reports, Birth Certificates, Marriage Certificates, Divorce Certificates, ID's, Letters, Memorandum, etc.

I have an extensive list of clients including government agencies, private companies, institutions, language outsourcers and individuals both local and overseas (See List of Clients below).

PROFESSIONAL MEMBERSHIP:

A member of the Association of Indonesian Translators (Himpunan Penerjemah Indonesia).

NELCE MANOPPO

LIST OF CLIENTS

No.	NAME
1	AFS Partnership (Law Firm, Jakarta)
2	Agency for Rehabilitation and Reconstruction of Aceh-Nias (BRR NAD-Nias)
3	Alcan Packing Flexipack (Packing)
4	All Translations Company (Language outsourcer, the Netherlands)
5	Alpha Translation (Language outsourcer, Singapore)
6	Amanara Certified Translation (Language outsourcer, UK)
7	American Language Services (Language outsourcer, USA)
8	Apartemen Kusuma Chandra (Property)
9	Applied Language Solutions (Language outsourcer, UK)
10	Bank SBI Indonesia (Banking, Indonesia)
11	Briton School of English (Language training & translation services, Jakarta)
12	BT Hong Kong Limited (Telecommunication, Hong Kong)
13	CBA Consulting (Consultant)
14	China-Link International Translation & Consulting Centre, Singapore
15	CIT Aerospace Asia Pte Ltd (Aircrafts lessor)
16	Coba Tyre Pty. Ltd (Perth, Australia)
17	Com'Excel, la Communication par Excellence (Language outsourcer, France)
18	ConocoPhillips Indonesia (Oil & gas)
19	Credit Suisse Representative Office (Bank)
20	CV. Mulya Raya Mandiri (Language outsourcer, Jakarta)
21	Daewoo International Corporation Indonesia (Trading House)
22	Documentech (Language outsourcer, Korea)
23	Easyway Translation (Language outsourcer, Paris)
24	Eni Indonesia (Oil and gas company, Indonesia)
25	Evolvelinguistics (Language outsourcer, California, USA)
26	Experian Singapore Pte Ltd (Information Services)
27	ExxonMobil Indonesia (Oil and gas company)
28	Focus Translation Ltd, Hong Kong
29	Franchise Development Limited, New Zealand (Esquires Coffee House)
30	Frankfurt School of Finance and Management GmbH Germany
31	FT Capital Partners Pte. Ltd, Singapore (Financial Services)
32	Hewlett-Packard (Computer & IT, Indonesia)
33	ICFTU-APRO Jakarta Liaison Office (International Labor Union)
34	ICITAP – Dept. of Justice, American Embassy, Jakarta
35	IIEF (The Indonesian International Education Foundation)
36	IndOKiwi Bali (Language outsourcer, Indonesia)
37	Indorama Synthethics Tbk (Textile, Indonesia)
38	Institut Leimena

39	IPP Worldwide Pte. Ltd. (Language outsourcer, Singapore)
40	Ismaya Grup (Restaurant chain, Indonesia)
41	Kantor Akuntan Publik Drs.Thomas, Trisno, Hendang & Rekan (Public accountant)
42	KarimSyah Law Firm, Indonesia
43	Komrowski Maritim GmbH, Indonesia
44	Languages Translation Services (Language outsourcer, Mexico)
45	Lingua Port Pte. Ltd (Language outsourcer, Singapore)
46	Logisticon Water Treatment b.v. Netherlands (Water Contractor)
47	Louis Liem & Partners (Language outsourcer, Indonesia)
48	Makarim & Taira S (Counselors at Law, Indonesia)
49	Mega Product Ltd (Insurance, Indonesia)
50	Merrill Brink International (United Language Group) (Language outsourcer)
51	Monsanto Singapore Co (Pte) Ltd (Agricultural company, Singapore)
52	MVCI Asia Pacific Pte Ltd (Investment Management)
53	NCSI Solution Pte. Ltd, (IT Solutions and Consulting company, Singapore)
54	OPDAT – Dept. of Justice, American Embassy, Jakarta
55	Oracle Indonesia (IT)
56	Oriental Power Holdings Limited, Hong Kong (Electrical and Electronic Manufacturing company)
57	PACQ Translation Services (Language outsourcer, Hong Kong)
58	Patrick Mirandah Consulting Indonesia (Patents, Trademarks, IP, Designs, Registration Consultant)
59	Pearson Indonesia (Learning Company)
60	Poli Lingua (Language outsourcer, London)
61	PricewaterhouseCoopers (Management Consultant, Indonesia)
62	ProAd Communications (Advertising, Indonesia)
63	Pro International, Inc. (Language outsourcer, Minnesota, USA)
64	PT. Agri Timur Mas (Fertilizer industry)
65	PT. Aiti Prima Indonesia - AITINDO (IT company)
66	PT. Asiabumi Piramida (Oil and gas exploration, Indonesia)
67	PT. Asih Eka Abadi (International SOS)
68	PT. Atlas Nusantara (Pest Management, Indonesia)
69	PT. CRG-Eurotech Indonesia (Engineering/machineries)
70	PT. Ciputra Property Tbk (Property, Indonesia)
71	PT. Collega Inti Pratama (Banking System, Indonesia)
72	PT. Danayasa Arthatama, Tbk (Real estate, Indonesia)
73	PT. Detpak Indonesia (Packaging)
74	PT. Dharma Muda Pratama (Oil Companies Supplier, Indonesia)
75	PT. FAS Risk Management (Management and tax consultant)
76	PT. Enomoto Srikandi Industries (Manufacturing and sales, Indonesia)
77	PT. GEKA Mitra Niaga (Contractor)
78	PT. GRC (Manufacturing)
79	PT. Haliber Jaya (Distributor)
80	PT. Hero Supermarket (Supermarket)

81	PT. Hertech Kharisma
82	PT. Hilon Felt (Manufacturer, Exporter, Importer)
83	PT. HIT Electronics Indonesia (Electronics component manufacturing, Indonesia)
84	PT. Honda Astra Motor (Automotive)
85	PT. Imaji Prima Cakrawala (Advertising)
86	PT. Indo Dharma Transport (Shipping agency and logistics company, Indonesia)
87	PT. Indo Rama Synthetics Tbk (Textile, Indonesia)
88	PT. Indonesia Thai Summit Auto (Automotive parts industry, Indonesia)
89	PT. InoDia
90	PT. Jones Lang LaSalle Indonesia (Property management)
91	PT. Korindo (Holding company of various businesses)
92	PT. Maja Perdana Utama (Contractor)
93	PT. Mandom Indonesia (Cosmetics producer)
94	PT. MedcoEnergi (Oil and gas company, Indonesia)
95	PT. Medi Lan Indonesia (Movie Engineering Services)
96	PT. Media Karya Sentosa (Media)
97	PT. Merck, Sharp & Dohme (Pharmaceutical)
98	PT. Mitra Cipta Kreatika (Advertising agency)
99	PT. M+R Forwarding Indonesia (Forwarder)
100	PT. Multistrada Arah Sarana, Tbk (Tyres producer)
101	PT. NDT Instruments Indonesia (Trading, export, import)
102	PT. Panasonic Healthcare Indonesia (Manufacturer of healthcare products)
103	PT. Pfizer Indonesia (Pharmaceutical)
104	PT. Poyry Indonesia (Consulting and engineering)
105	PT. Prima Wahana Caraka (Business consultant)
106	PT. Produa FC (Football club)
107	PT. Pupuk Hikay (Agricultural industry)
108	PT. PZ Cussons Indonesia (Manufacture and marketing of soaps, toiletries, baby products, powders, shampoos and lotions)
109	PT. Raja Ayam Konspol, Bali, Indonesia (Chicken meat producer)
110	PT. Reckitt Benckiser Indonesia (household, health and personal care products supplier)
111	PT. Rina Indonesia (Ship classification, certification and advanced services)
112	PT. Roche Indonesia (Pharmaceuticals and diagnostics)
113	PT. SAI Global Indonesia (Assurance Services)
114	PT. Sarana Citra Adicarya (Forwarding)
115	PT. Sarana Multigriya Financial (Financial Consultant)
116	PT. Sigma Cipta Caraka ((Information, Communication & Technology Solutions and Services)
117	PT. Sillo Maritime Perdana (Ship Broking and Maritime Services)
118	PT. Sparrows Offshore (Oilfield engineering services)
119	PT. Swadaya Panduartha (Property)
120	PT. Syngenta Indonesia (Crops/Agriculture)

121	PT. Tridaya Nusantara Internasional (Consultant and media publisher – printed and online)
122	PT. Unza Vitalis (Cosmetics)
123	PT. Wijaya Karya (Road contractor)
124	PT. Zambon Indonesia (Pharmaceutical)
125	PT. ZC Industries- Swagelok (Sales and service)
126	RR Donnelley Language Solutions (Language outsourcer, USA)
127	Sevilla Central School
128	Seyfarth Shaw (Law Firm)
129	Sinclair Knight Merz (Engineering Project in Aceh - Sumatera, Indonesia)
130	SMP Nasional Plus BPK Penabur (Education)
131	Sulaiman & Herling Attorneys at Law
132	Sunarsih La Rangka & Associates (Law Firm)
133	Suryani, Suyatno & Associates (Tax Consultant)
134	The Language Bank, Inc (Language outsourcer, Illinois, USA)
135	The Louis Berger Group, Inc. (Contractor)
136	The Translation Studio (Language outsourcer, Perth, Australia)
137	TotalFinaElf Indonesia (Oil & gas)
138	Translators Without Borders (Language outsourcer, Saudi Arabia)
139	Transmedia Communications (Advertising)
140	UAA Group (Hong Kong)
141	UNDP Indonesia
142	University of Indonesia, Faculty of Medicine
143	USAID DELIVER Project, USAID, Jakarta
144	Veridian Translation (Language outsourcer, Kuala Lumpur, Malaysia)
145	Vernacular World (Language outsourcer, Indonesia)
146	Westlb Sig Singapore (Banking)
147	Wise Concetti Communication Technology Ltd. Company (IT, Science, Engineering & Technical Consultant)
148	Word Perfect Translations Ltd (Language outsourcer, Ireland)
149	Worddoc Translations (Language outsourcer, USA)
150	Yang Ming Line (Shipping)
151	Zodiac Data System SAS, France (Data acquisition and telemetry products in aerospace)