**CURRICULUM VITAE**

PERSONAL DETAILS

Name : Ika Margaretha Hendro

Gender : Female

Age : 35

Date of birth : 9th March 1984

Marital Status : Single

Nationality : Indonesia

Residential Status : Living with family

No. of children : 0

Address : Jl. Jamblang Raya I/no.16, Rt 012, Rw 01,

Kelurahan Duri Selatan, Kecamatan Tambora.

Province : DKI Jakarta

City : Jakarta Barat

Postal Code : 11270

Contact Number : Home : 021-6311780

 Work : 021-30035423

 Mobile : 0857-7980-7818 (preferred)

Email Address : miss.qiak@gmail.com

SELF DESCRIPTION

Working with AsiaStar and i-Yuno allowed me to grow a lot in terms of exploring various areas of translation and transcription. While transcribing for AsiaStar, I've dealt with materials such as courth hearings, market research interviews, as well as interviews for the purpose of social studies.

Where as i-Yuno had allowed me to participate in translating videos such as Korean dramas and reality shows, English children's science and educational videos, as well as episodes of Discovery channel videos.

I am a fast learner, organized, trustworthy, and also a good listener. I can also communicate in English well enough both actively and passively. And as cliché as this might sound, I really love to read, especially novels and e-books, which I think is very relevant if not important to this job.

EDUCATIONAL QUALIFICATION

2001 – 2003, University of Technology, Sydney; Australia.

 Bachelor Degree of Business with Credit (Acc & IT)

1999 – 2000, Cadas Business School (Certified by LCCI); Kuching, Sarawak, Malaysia.

 Third Level Group Diploma in Accounting

SUMMARY OF SKILLS

Language :

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  | Reading | Writing | Speaking | Listening |
|  | English | Excellent | Excellent | Good | Excellent |
|  | Bahasa Indonesia | Excellent | Excellent | Excellent | Excellent |
|  | Mandarin | Poor | Poor | Fair | Poor |

Computer : Windows, Microsoft Words, Microsoft Excel,

Microsoft Power Point, Visual Basic

Programming, etc

COURSES:

2002 – INTERNATIONAL ENGLISH LANGUAGE TESTING SYSTEM (IELTS)

 Overall Band : 6.5

 Listening : 7.0

 Reading : 6.0

 Writing : 6.0

 Speaking : 7.0

1999 – Communicative English Programme by CBS Language Service, Kuching, Malaysia

1998 – Semi Intensive English Programme by CBS Language Service, Kuching, Malaysia

1995 – English course by Cambridge English Course, Jakarta

WORKING EXPERIENCES:

February 2003 – August 2003 : F & B Waitress (Casual)

Darling Harbour Convention and Exhibition Pty Ltd

Job Duties: Organized daily store (exhibition’s café) activities with team mates looked after consumers’ needs, and work in fuctions such as gala dinners. Very customer oriented.

October 2003 – January 2007 : Store Manager

Frikana Fashion, ITC Cempaka Mas

Job Duties: Manage daily store activities.

January 2006 – January 2007 : English Tutor

Private English Courses

Job Duties: Tutor English to students, and assist them in learning English.

January 2007 – present : Store assistant

Toko Ruby Fashion, Pusat Grosir Metro Tanah Abang

Job Duties: Manage daily store activities.

August 2006 – present : Freelance Translator

Indonesia-English annual report translation (August 2006)

PT. Posmi Steel International

Job Duties: Translate corporate documents which will be used for a major annual meeting and inspections by the company’s headquarter, before deadline.

English-Indonesia graphic design reference book translation (March 2009)

Job Duties: Translate a whole book of Graphic Design reference book for collage work. The subject of the book was on letters, prints and illustration. Title: Logo Font & Lettering Bible; Author: Leslie Cabarga.

English-Indonesia home appliance manual book translation (January 2010)

PT. Daikin Aircon, Indonesia

Job Duties: Translate manual books of BOSCH home appliances. The company was in the process of launching BOSCH home appliance in Indonesia. They are going to be the main distributor of BOSCH home appliance products.

November 2008 – September 2013 : Freelance Transcriber and Proof reader

AsiaStar International Consultancy, Singapore.

Job Duties: Transcribe and proof read from audio files containing various type of conversation, mostly customers’ satisfaction interviews.

November 2011 – July 2014 : Freelance Subtitle Translator

i-Yuno Media Group.

Job Duties: Translate scripts and subtitles for videos such as short films, reality shows, and dramas.

September 2011 – December 2015 : Social Media Administrator

 @EnglishTips4u.

 Duties: To prepare and give English classes/sessions via Twitter every week,

and compile the material to be posted in the website.