**AREAS OF EXPERTISE**

*Handling emails and telephones*

*Book editing*

*Translating from English to Indonesia*

**PROFESSIONAL**

*Can speak English fluently*

*Understand bahasa Enhanced Spelling*

**PERSONAL SKILLS**

*Editing skills*

*Communication skills*

**PERSONAL DETAILS**

*Tasha Agrippina*

*Jl. H. Iming No. 79*

*Beji, Depok*

*M: 085780297687*

*E:* *tagrippina@gmail.com*

*DOB: 01/08/1987*

*Nationality: Indonesia*

**Tasha Agrippina**

**Book editor**

PERSONAL SUMMARY

A hard worker; competent, responsible, and reliable book editor with easy going personality; always eager to learn new things; familiar with tight schedules

WORK EXPERIENCE

Komunitas Bambu – Publishing House

EDITORIAL SECRETARY & January 2012–March 2015

EDITOR

*Duties:*

* Handling emails and telephones,
* Writing publishing agreements,
* Arranging publishing schedule,
* Handling books’ rights,
* Setting deadlines for freelancers,
* Checking the translation and editing quality of freelancers,
* Editing books, especially that been translated from English to bahasa Indonesia, including arrange illustrations, make captions and index,
* Handling book launch,
* Having meetings with writers, either Indonesian writers or from abroad.

KEY SKILLS AND COMPETENCES

* Excellent communication skills to build relations with book writers
* Ability to organize and prioritize tight schedule
* Effective time management and be able to prioritize
* Good literacy skills
* Be able to translate from English to bahasa Indonesia
* Computer literate, able to use Word, Excel, Power Point, and Adobe inDesign

ACADEMIC QUALIFICATIONS

Undergraduate Degree English Department

*Universitas Indonesia 2005–2009*

Below are books that I have edited:

* *Candu Tempo Doeloe; Pemerintah, Pengedar, dan Pecandu 1860–1910* by James R. Rush (translated from *Opium to Java; Revenue Farming and Chinese Enterprise in Colonial Indonesia 1860–1910*)
* *Jawa Tempo Doeloe; 650 Tahun Bertemu Dunia Barat 1330–1985* by James R. Rush (translated from *Java: A Traveller’s Anthology*)
* *Kalimantan Tempo Doeloe* by Victor T. King (translated from *The Best of Borneo Travel*)
* *Nasionalisme & Revolusi Indonesia* by George McTurnan Kahin (translated from *Nationalism and Revolution in Indonesia*)
* *Strategi Menjinakkan Diponegoro* by Saleh As’ad Djamhari
* *Cina Khek di Singkawang* by Hari Poerwanto
* *Kebudayaan di Nusantara* by Edi Sedyawati
* *Semiotik & Dinamika Sosial Budaya* by Benny H. Hoed
* *Sukarno Muda* by Peter Kasenda
* *Belenggu Ilmuwan & Pengetahuan; Dari Hindia Belanda sampai Orde Baru* by Andrew Goss (translated from *The Floracrats; State-Sponsored Science and the Failure of Enlightenment in Indonesia*)
* *PKI Sibar; Persekutuan Aneh antara Pemerintah Belanda dan Orang Komunis di Australia 1943–1945* by Harry A. Poeze
* *Apa Guna Sejarah?* by A.L. Rowse (translated from *The Use of History*)
* *Asal Usul Nama Yogyakarta & Malioboro* by Peter Carey
* *Pemberontakan Petani Banten 1888* by Sartono Kartodirdjo (translated from *The Peasant’s Revolt of Banten in 1888; its Conditions, Course and Sequel*)