



Sekar Arum P Sukarna

Editorial Staff at Sinar Harapan Media

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Expected Salary:

IDR 3.500.000

Experience 4 years

Previous Associate Editor
Kesaint Blanc Publishing

Education Universitas Indonesia
Diploma, Linguistic (2010)

Nationality Indonesia

EXPERIENCE

Feb 2013 - Present
(1 year 11 months)

Editorial Staff

Sinar Harapan Media | Jakarta Raya, Indonesia

Monthly Salary IDR 3.000.000

- *) edit the news articles
- *) make sure all the published articles on the newspaper are according to Bahasa Indonesia EYD
- *) maintain the quality of the final printed newspaper

Mar 2011 - May 2012
(1 year 2 months)

Associate Editor

Kesaint Blanc Publishing

Monthly Salary IDR 1.800.000

- *) editing revised book contents/manuscripts according to EYD
- *) providing all informations about the books i'm in charge in (back cover/jacket synopsis, introduction page, photos)
- *) checking on cover elements, preliminary pages, and ISBN for the books i'm in charge in
- *) re-arranging page layout/setting of the book i'm in charge in (if there's any changes made during editing process using InDesign program)
- *) providing detail informations about the books i'm in charge in (for marketing tools kit, including SWOT)
- *) reviewing incoming manuscripts
- *) correspondence with the authors which books i'm in charge in
- *) responsible in recording session for complimentary audio CD to the books i'm in charge in (follow up talents/dubbers, preparing all equipments, hosting talents/dubbers, directing the whole

recording)

*)editing audio material to a complete audio tracks using Nuendo program (adding music tracks, reducing noise)

*)proof-listening all audio tracks from other editors and approving them for production phase

*)writing content articles for Hot English Magazine and providing photos related to articles i'm writing

Jul 2008 - Aug 2008

(1 month)

Internship

Perpustakaan Pusat Studi Jepang

Monthly Salary IDR 175.000

* translating book titles in Japanese to Bahasa Indonesia or English

* input the books list collections data into the library's central data

* maintain the books quality (replace damaged book's covers)

* inventory and library identity stamping

* books catalog (book numbering, classification, cards, identification)

* arranging library book shelves according to the general Dewey classification numbers

* guests reception services (borrowing and returning procedures)

EDUCATION

2010

Universitas Indonesia

Associate Degree in Linguistics/Languages | Indonesia

Major Japanese

CGPA 2.99/4

ABOUT ME

I graduated with diploma degree in Japanese from University of Indonesia. Though, my Japanese isn't quite good. But I am fluent in English both written and spoken.

I have an excellent writing skill in Bahasa Indonesia and English, and understand EYD (Bahasa Indonesia). I also computer literate, very familiar with MS Office and few editing software.

I am a fast learner. I can work independently and/or in a team. Creative, fun, cheerful, low-profile, and responsible.

I love reading novels and listen to music. Often write about my own experiences in my personal blog. Love to learn about cultures. Having interest about people. I appreciate arts, specially music and literature. Fascinated to design; fashion, food, interior/architecture. My dream is to run a f&b retail business of my own and travel around the globe.

I am looking forward to work in a fun environment where I can express myself and thoughts freely, be part of a passionate team, and meeting with new people.