Ana Rahayu October 13 , 2014

Perum Malau Permai Blok D/3

Jl. Suka Karya Kel Tuah Karya Panam

081378925912

Anarahayu11@gmail.com

To  
Director of Personnel  
Sribulancer.com

Dear Mr/Ms Director of Personnel:

I am pleased to submit my application for the position of Translator Pekanbaru. I am 33 years old, Married, Graduated from Communication Major, UNSOED Purwokerto Central Java. Having experience in teaching English for years in some English courses in Purwokerto and in Pekanbaru.

I would gladly welcome an opportunity to have an interview with you at your convenience. I hope my skills can be one of your company's assets. I am looking forward to hearing from you in the near future. Thank you for your consideration and attention.

Sincerely,

Ana Rahayu

|  |
| --- |
| **pas poto**  **ANA RAHAYU**  **PERSONAL INFORMATION**  Place of birth: Banyumas, Central Java  Date of birth : November, 27th .1980  Sex : Female  Marital Stat : Married  Citizenship : Indonesian  Ethnicity : Javanesse  **ADDRESS**  Perumahan Malau Permai Blok D/3  Kel. Tuah Karya, Kec Tampan  Kotamadya Pekanbaru. RIAU  **CONTACT PERSON**  Mobile : +6281378925912  Email : anabai\_27@yahoo.com |

**PERSONAL DATA**

**Education**

High School (SMU) SMU Negeri 1 Banyumas Jawa Tengah.

Bachelor Degree (S1) Majoring Communication Science, Faculty of Social Science,General Soedirman University (UNSOED) Central Java.

**Work Experience**

May 2005 – May 2009. **Lecturer**

Wijayakusuma University, Faculty of Social Science. Purwokerto Central Java

Job Responsibilities

Preparing material for teaching, delivering material in teaching and give evaluation after teaching process. I taught several lesson such as: English, Political Communication, Sosiology of Indonesia. Handled a monthly journal in Social dan Political Faculty.

November 2006 – August 2008. **English Trainer**

International College (IEC), Education Department

Job Responsibilities

Preparing material for teaching, delivering material in teaching and give evaluation after teaching process.

March 2010 – Dec 2011. **English Tutor**

Easy Speak Branch Pekanbaru. Education & Program Department.

Job Responsibilities

Preparing material for teaching, delivering material in teaching and give evaluation after teaching process.

**Training/Courses**

2006 National Seminar English Teaching Methodology Provided by International College. Purwokerto. Central Java

2007. Training of Methodology of Research Provided by Wijayakusuma University Purwokerto. Central Java

2008 Multimedia Training Proveided by Wijayakusuma University Purwokerto Central Java

2008. Training of Methodology of Research Provided by Wijayakusuma University Purwokerto. Central Java

2009. Training of Research Methodology of Women Investigation Provided by Muhammadiyah University Purwokerto. Central Java

**Related Skills**

Indonesian (Native) and English (Good) both speaking and written; computer literacy (word,excell,powerpoint,etc); good teamwork; coaching, facilitating and good interpersonal skill.