

Stephany

Curriculum Vitae

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Profile

DoB	Bekasi, September 25 th 1997
Address	Cibubur City, C3 no. 3A, Cibubur, Bogor
Sex	Female
Status	Single

Work Experience

Freelance English – Indonesian Translator

2013 – present

Translates Indonesian to English and vice versa. Translated various documents such as essays and articles.

Sales & Billing dept. – PT. Arana Teknologi Indonesia

June 2015 – present

Translates documents such as company profile, contracts and proposals. In charge of business contracts, documents related to customers and suppliers, financial reports and spokesman for suppliers from overseas.

Education

2009 – 2012	Middle School – Sekolah Global Mandiri
2012 – 2015	High School – SMA Bunda Hati Kudus

Skills

Technical	Able to operate Microsoft Office, fluent in English.
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Personal	A fast learner, able to work in teams, dedicated.
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