

**Lea Sri Ulina**

23 years old

Tangerang, 15 October 1992

Jalan Danau Limboto Raya No. 28 Perumnas 3 Karawaci

Tangerang, Indonesia

087884229085

lea.sriulina92@gmail.com

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| **Profile** | A hard working, willing to learn and fast learner person. Interested on having new experiences, such as communicating with people, learning new language, and meeting new culture. Detail oriented and fast on working. Used to work under deadline and pressure. Able to work in team or individually. Good interpersonal and communication skill. |
| **Education** | **Universitas Gadjah Mada, Yogyakarta, Indonesia (2010-2014)*** Bachelor in English Literature
* Graduated with 3.49 GPA
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| **Experiences** | ***Freelance English-Indonesian Translator (2015-present)*** |
| * Translating various topics of English document into Indonesian
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| * Editing translated document
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| ***Freelance English-Indonesian Translator (November 2013-present)*** |
| ***STAR Software Indonesia, Yogyakarta, Indonesia*** |
| ● Translating car’s manual book |
| ● Editing translated document |
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| ***Customer Support Trainee (February 2015-May 2015****)* |
| ***PT. Fasa Centra Artajaya (Fasapay)*, Yogyakarta, Indonesia** |
| ● Verifying customers’ national ID card, driver license, and passport |
| ● Managing company’s social media daily posts |
| ● Providing services on company’s social media |
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| ***Freelance Content Writer (October 2013-November 2013)*** |
| ***Writer Zone*** |  |  |  |  |   |
| ● Writing English and Indonesian articles with minimum words and key words decided. |
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| ***English Tutor (September 2012-June 2013)*** |
| ***English Department of Universitas Gadjah Mada, Yogyakarta, Indonesia*** |
| ● Teaching General English (Vocabulary) to first year university students |
| ● Evaluating students’ works and managing grades  |
| **Professional Development and Further Training** | **2015** | ***PT. Fasa Centra Artajaya, Yogyakarta, Indonesia**** Customer Support Training

(Verifying Customers’ ID, Managing company’s social media) |
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| **2013** | ***STAR Software Indonesia, Yogyakarta, Indonesia**** English-Indonesian Translator Training (machine and car related)
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| * Software Translation Training
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| **Other Experiences** | ***Administration (January 2012-May 2015)*** |
| *Kids Impact GBI Keluarga Allah Yogyakarta, Indonesia** Provide the administration paper for Sunday School every week and month
* Help the supervisor manage the attendance of children and the responses of Sunday preaching
* Recap the evaluation from the teachers
* Provide, organize and control document for many Kids’ events
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| ***Coordinator of Multimedia and EO (October 2011-May 2015)*** |
| *Kids Impact Multimedia and EO GBI-KA Yogyakarta, Indonesia** Making schedule every month and coordinating the members
* Assuring the services are going well every week
* Providing and organizing the multimedia for services every week
* Training and following up new members
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| ***English Service for Kids (2013-2014)*** |
| *Kids Impact GBI Keluarga Allah Yogyakarta, Indonesia* |
| * Teaching Sunday service material to kids
* Translating English material into Indonesian
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| ***English Days: Circus of Art (June 2012-November 2012)*** |
| *English Department Anniversary Project, Program Designer, Universitas Gadjah Mada, Yogyakarta, Indonesia** Designed program and concept of the project
* Managed the event
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| ***Ensemble of Gamelan (12 April 2013)*** |
| *Universiti Teknologi PETRONAS, Perak, Malaysia.** Performer (as a member of Pradangga Sastra Inggris (PRASASTI))
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| ***Festival of Colours of The World (FESCO) (13 April 2013)*** |
| *Universiti Teknologi PETRONAS, Perak, Malaysia.** Performer (as a member of Pradangga Sastra Inggris (PRASASTI))
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| **Skills and Qualities** | *Languages* |   |   |   |   |   |
|  Fluent in Indonesian |
|  Great command in English |
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| *Computer* |  |  |  |  |   |
|  Proficient in Microsoft Words, PowerPoint, Excel |
| * Skilled in translation software such as SDL Trados, MemoQ, Xbench and Verifika.
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| * Internet (research and navigation)
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