

CALVIN VALENZUELA

TRANSLATOR

AREAS OF EXPERTISE

Translating Legal Document

Proofreading

Interpreting

Terminology

Multi lingual

English-Indonesian (Vice Versa)

Economics and Business

Indonesian Taxes

Automotives

PERSONAL SKILLS

Oriented in customer's satisfaction

Well Organised

Friendly

Communicable

PERSONAL DETAILS

Calvin Valenzuela

Boutique Apartment

Jakarta

+682119691968

calvinvalenzuela259@gmail.com

PERSONAL SUMMARY

A reliable, trustworthy, and multi-skilled translator with abilities to translate written documents directly from a source language to a target language. A quick learner who can absorb new ideas and communicate clearly and effectively with people from all social backgrounds.

Well mannered, articulate, & fully aware of diversity & multicultural issues. Flexible in the ability to adapt to challenges when they arise & at the same time remaining aware of professional roles & boundaries.

Would like to work as a translator for a company that offers great opportunities for career development and progression.

WORK EXPERIENCE

Lecturer's Asistant (Indonesian State College of Accountancy)

Writer and compiler of Tax Brevet Module (2012)

Duty:

- Working as a freelance lecturer's asistant with specialization in subject of: Land and building tax (PBB), Income tax (PPh), Value Added Tax (PPN), and Regional tax (PDRD). Producing 2 Tax Brevet Modules in 2012.

Employee in Directorate General Tax (Indonesian Ministry of Finance)

Ekstensification and Socialization Division (2013-now)

Duties:

- Broadening Tax Base
- Giving suitable socialization in varied topics to selected tax payers/communities
- Providing tax consultation