

	<p>Lena Simatupang Jakarta Timur, INDONESIA Mobile & WhatsApp: +62 812 93191973 / +62 811 898298 Email: helenasimatupang@gmail.com LinkedIn : www.linkedin.com/in/helenasimatupang ProZ : http://www.proz.com/profile/2363540 HPI : http://sihapei.hpi.or.id/member/profile/HPI-01-13-0960</p>	
<p>Education</p>	<p>English Literature, Faculty of Letters, Christian University of Indonesia, Jakarta – Indonesia Bachelor’s Degree (S1), 1990</p>	
<p>Language Pair</p>	<p>English – Indonesian</p>	<p>Indonesian – English</p>
<p>Organization</p>	<p>Senior Member of Association of Indonesian Translators (HPI), 2012 – present, HPI 01-13-0960 (EN-IN) Validity: 2020 – 2024</p>	
<p>Translation Experience:</p>	<p>July 2022 : Deutsche Bank A. G. – Jakarta, Indonesia November 2021 : VerboLabs Languages OPC Private Limited September 2021 : Macro Translate April 2021 : GTE Localize, Vietnam – MTPE Project of 9,740 words April 2021 : CollectText Translations Pvt. Ltd. – New Delhi, India February 2021 : Glocalize Inc. November 2020 : PT Verdhana Sekuritas Indonesia August – October 2020 : Immanuel Publishing House, Jakarta June 2020 : PT Bahana TCW Investment Management March 2020 : PT Brand Media Apa Aja May 2019 : PT AJ Central Asia Raya April 2019 : Hitado Law Firm, Jakarta Feb 2019 : PT Boston Consulting Indonesia Apr 2018 – Mar 2021 : ProAd Communications March 2018 : PT Ciptadana Asset Management Aug 2017 – Apr 2018 : Translating “Think & Trade Like a Champion” a stock investing book written by author Mark Minervini for internal use of telegram Indonesian stock traders group t.me/BETABISA April – May 2017 : Mr. Jansen Sinamo https://id.wikipedia.org/wiki/Jansen_Sinamo November 2016 : Translate Media, UK April – June 2015 : BPK Gunung Mulia, Jakarta June 2009 to present : RBC Ministries Indonesia April 2009 : Erlangga for Kids Publisher, Jakarta</p>	
<p>Annual Report Translated</p>	<p>Stock Code ABDA APIC BSSR IDPR PLAS RAJA SMMA STAR UNIT</p>	<p>AR 2018 Good Corp. Governance PT Asuransi Bina Dana Arta Tbk. PT Pacific Strategic Financial Tbk PT Baramulti Suksessarana Tbk - Profile of BoC & BoD PT Indopora PT Indonesia Pondasi Raya Tbk - IDPR -MDNA PT Polaris Investama Tbk PT Rukun Raharja Tbk PT Sinar Mas Multiartha Tbk - SMMA PT Buana Artha Anugerah Tbk PT Nusantara Inti Corpora Tbk</p>

	<u>Stock Code</u>	<u>AR 2019</u>
	APIC	PT Pacific Strategic Financial Tbk
	BHAT	PT Bhakti Multi Artha Tbk
	CARE	PT Metro Healthcare Indonesia Tbk
	NATO	PT Nusantara Properti Internasional Tbk
	PLAS	PT Polaris Investama Tbk
	PTBA	Good Corporate Governance PT Bukit Asam Tbk
	SMMA	PT Sinar Mas Multiartha Tbk - SMMA
	SOSS	PT Shield On Service Tbk
	STAR	PT Buana Artha Anugerah Tbk
	TARA	PT Sitara Propertindo Tbk
	TGKA	PT Tigaraksa Satria Tbk
	UNIT	PT Nusantara Inti Corpora Tbk
Sustainability Report Translated	<u>Stock Code</u>	<u>AR 2019</u>
	ELSA	Sustainability Report 2019 - PT Elnusa Tbk
Books Translated From EN to ID	2009 Fakta tentang Uang – Erlangga for Kids Publishers, Jakarta 2021 Teguh Beriman di Masa Senja – Duta Harapan Dunia 2019 Membangun Generasi Mendatang – Duta Harapan Dunia 2021 Pastor’s Annual Kumpulan Kotbah dalam Satu Tahun, T.T. Crabtree – Immanuel Publishing House	
Mutual Fund Prospectus Translated	Fund Manager : PT Bahana TCW Investment Management February 2022 RDS Bahana Global Healthcare Sharia USD Equity Fund June 2020 Pembaharuan Prospektus RDS Bahana PTS Generasi Gemilang	
WebComics Translated	Aug – Oct 2021	: Roman Punch Episode 0-12
	Oct 2021	: Ganda – The Night Defender Episode 1-16
Localization, Transcreation and Marketing Experience	September 2020	: Transfective, NY – USA
	Brand	: 360º VUZ, Amazfit, Stenn International Ltd., Spotify, DHL
	February 2022	: Toppan Digital Language – UK
	Brand	: Spotify, Diageo Plc., Oreo
	April 2022	: EC Innovations
	Brand	: Bybit
	November 2022	: Infini-T Translation
	Brand	: iMove - https://docs.1move.io/id
Transcription/ Subtitling Experience	July 2022	: Synergium 20 hours 29 minutes – Spotify Transcription
	February 2022	: Word Lights Translation, USA – 18 mins.
	November 2021	: VerboLabs Languages OPC Private Limited – 70 mins.
	Feb 2021	: Glocalize, USA
	Oct 2018	: Asiastar International Consultancy Pte. Ltd., Singapore
	Nov 2017 – Mar 2018	: Gamiraph Translation
Copywriting Experience	Oct – Nov 2019	: ProAd Communication, Bandung, Indonesia Initial Draft of PT Dafam Property Indonesia Tbk Annual Report 2019

Teaching Experience	Nov – Dec 2018 : English Instructor for Internal Audit Unit Employees of PT Kimia Farma Tbk.		
Work Experience	<p>May 1997 to Mar 2018 : Operations Senior Officer at Fund Service Processing Deutsche Bank AG - Jakarta</p> <p>Feb 1996 to Apr 1997 : Administrative Officer at Structured Finance Unit- Corporate Banking Division. ABN AMRO Bank- Jakarta</p> <p>Dec 1994 to Jan 1996 : Corporate Banking Department Secretary. ABN AMRO Bank - Jakarta</p> <p>Apr 1994 to Nov 1994 : Rooms Division Secretary. Grand Hyatt Jakarta</p> <p>Dec 1990 to Mar 1994 : Human Resources Secretary. Grand Hyatt Jakarta</p> <p>May 1990 to Nov 1990 : Customer Service Assistant The Chase Manhattan Bank, Jakarta</p>		
Skills	<table border="1"> <tr> <td> <ul style="list-style-type: none"> • MS Office: Word, Excel, Powerpoint • Adobe Acrobat • SDL Trados Studio 2019 & 2021 • Memsource • Aegisub </td> <td> <p>Type of File Handled:</p> <ul style="list-style-type: none"> • PDF • MS Word • MS Excel • MS Power Point • SRT </td> </tr> </table>	<ul style="list-style-type: none"> • MS Office: Word, Excel, Powerpoint • Adobe Acrobat • SDL Trados Studio 2019 & 2021 • Memsource • Aegisub 	<p>Type of File Handled:</p> <ul style="list-style-type: none"> • PDF • MS Word • MS Excel • MS Power Point • SRT
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Translation Capacity	2,000 – 4,000 words / day		
Fields of Translation	Banking, Finance, Stock Market/Trading, Mutual Funds, Cryptocurrency (Bybit, BTSE), Risk Management, Marketing, General, Christian, Health, Hotel, Food, Cooking, Family, Travelling, Webcomics		
Scope of Services	<ul style="list-style-type: none"> • Translation, Proofreading, Editing, Localization, Transcreation, Subtitling, Transcription, MTPE (<u>M</u>achine <u>T</u>ranslation <u>P</u>ost <u>E</u>ditin<u>g</u>) • Annual report, sustainability report, prospectus, info memo, slides presentation, articles, flyers, operational manual, terms of reference, agreements, webcomics, and other similar documents • Transcription & video subtitling 		
Hobbies / Interests	<ul style="list-style-type: none"> • Latte Art • Simple Cooking & Baking • Crafting • Crocheting • Investing and Trading Stock at the Indonesian Stock Exchange 		