

# WINDY A. SEKARTAMI

## HR ANALYST AND TRANSLATOR

### LANGUAGE PAIR

English-Indonesia Pair

### SERVICES

- Translation
- Subtitling

### RATE

\$0,07/word (Translation)

\$5/min. (Subtitle)

\*negotiable

### DAILY OUTPUT

2000 words (Translation)

1-2 hours video (Subtitle)

\*negotiable

### TOOLS

- Aegisub
- Ms. Words

### RELATED COURSES

- Subtitle Translator Course in International Language Center, Universitas Indonesia

### PERSONAL INTERESTS

- Crafting, specifically cross stitch
- Game
- Psychology or human resource

### CONTACT INFORMATION

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### PERSONAL HISTORY

I have experience as a HR Analyst in a multinational company for almost 5 years with plenty of analyzing experience and document translation experience for over the work years.

### STRENGTH

- Passionate to fulfill customer's needs
- Attention to details
- Eager to learn new things
- Ability to meet deadline

### ACADEMIC BACKGROUND

#### Universitas Gadjah Mada

Bachelor's Degree in Psychology

Graduated Feb 2015

### CAREER HISTORY

#### Talent & Performance Management Analyst

Astra Honda Motor | February 2020 - present

- In charge of soft competency assessment, conduct to analyzing
- In charge of employee performance appraisal
- Translate document for reporting to expatriate

#### Organization Development Analyst

Astra Honda Motor | May 2016 - February 2020

- Designing business process and organization needed to support the process
- Job analyzing and manpower planning
- Competency development
- Translate document for reporting to expatriate