# LUCIA DIAH PERMANASARI

# TRANSLATOR



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Kemang Timur Dalam Bangka, Mampang Prapatan Jakarta 12730, Indonesia

Rates: USD 0.07/source word CAT Tool: Trados Studio

# SKILLS

- Proficient in translating written documents, including but not limited to literary works, legal documents, technical manuals, and business correspondence.
- Excellent command of Indonesian and English, both written and spoken.
- Strong understanding of linguistic nuances, idiomatic expressions, and cultural references.
- Proficient in the use of translation software and tools such as Trados
- Ability to work efficiently under tight deadlines while maintaining high-quality translations.
- Strong attention to detail and accuracy in translation.
- Excellent communication and interpersonal skills, facilitating effective collaboration with clients and colleagues.
- Familiarity with terminology specific to various industries, including legal, medical, technical, and business.

# EDUCATION

# DIPLOMA 3

Tarakanita Secretarial Academy 1992 - 1995

# CERTIFICATION

# GENERAL TRANSLATION COURSE

English into Indonesian and vice versa Universitas Katolik Indonesia Atmajaya Language Learning Center April - June 2019 Grade A

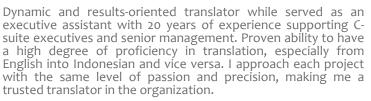
# BASIC LEGAL TRANSLATION COURSE

English into Indonesian and vice versa Universitas Katolik Indonesia Atmajaya Language Learning Center April - June 2019 Grade B+

# ORGANIZATION

Association of Indonesian Translators Membership No. HPI-01-22-4192 Since 7 March 2022 to present

# ΟΒЈΕСΤΙΥΕ



# EXPERIENCE

#### **FREELANCE TRANSLATOR** 1996 - present

# **BOARD ADMIN**

PT Maxpower Indonesia August 2014 - September 2023

- Schedule Management
- Information Preparation
- Records Management
- Administrative Support
- Accounting Support
- Personal assistant

# EXECUTIVE SECRETARY

PT Bakrie & Brothers Tbk. February 2011 - July 2012

- Schedule Management
- Information Preparation
- Records Management
- Administrative Support
- Accounting Support
- Personal assistant

# TENDER & CONTRACT ADMINISTRATOR

### PT Patra Drilling Contractor

April 2008 - February 2011

- Tender Management
- Contract Management

EXECUTIVE SECRETARY

PT AON Indonesia March 2006 - April 2008

# EXECUTIVE SECRETARY

PT Patra Drilling Contractor August 1998 - December 2002

# EXECUTIVE SECRETARY

PT Findomuda Desaincipta September 1997 - July 1998

# SALES ADMINISTRATOR

Hotel Dynamics Pty. Ltd. c/o Hyatt Regency Bandung April 1997 - September 1997

# SECRETARY

PT Jayabank International September 1996 - April 1997

# SECRETARY

PT Sarana Solusindo Informatika August 1995 - September 1996

