

# LUCIA DIAH PERMANASARI

## TRANSLATOR



+62 811 1921 028  
luciafreelancer9999@gmail.com  
Kemang Timur Dalam  
Bangka, Mampang Prapatan  
Jakarta 12730, Indonesia  
Rates: USD 0.07/source word  
CAT Tool: Trados Studio

## OBJECTIVE

Dynamic and results-oriented translator while served as an executive assistant with 20 years of experience supporting C-suite executives and senior management. Proven ability to have a high degree of proficiency in translation, especially from English into Indonesian and vice versa. I approach each project with the same level of passion and precision, making me a trusted translator in the organization.

## 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.

## 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

## 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