

RIZKI BAGAS ARDIASAMA

📍 Brebes, Central Java

📞 083861580009

✉️ ardiasamab@gmail.com

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PROFESSIONAL SUMMARY

A results-oriented young professional with proven bilingual communication skills in Indonesian and English. Experienced in translating business documents and delivering superior customer service, demonstrating strong analytical abilities, time management, and a high-disciplined work ethic. Currently completing a Bachelor's degree in English Education and eager to apply communication and problem-solving skills to contribute effectively in a dynamic and challenging work environment.

WORK EXPERIENCE

English Translator

Nov 2024 – Feb 2025

PT Raytu Lancar Indonesia | Brebes, Central Java

- Translated a variety of business and technical documents, including product manuals and correspondence, with high accuracy to support seamless communication with international partners.
- Facilitated clear communication between local management and foreign counterparts, ensuring all messages were conveyed accurately and with contextual relevance.
- Managed multiple translation projects concurrently, successfully meeting all tight deadlines while maintaining high-quality standards.
- Distilled complex technical information into clear, easily understandable language for diverse audiences.

Waiter

Sep 2022 – Mar 2024

Kampung Nasi Indonesia | Semarang, Central Java

- Cultivated a positive customer experience by providing friendly and informative service, leading to increased customer satisfaction and repeat business.
- Improved workflow efficiency between front-of-house and kitchen staff by recording orders with precision, minimizing errors by over 95%.
- Proactively addressed and swiftly resolved customer complaints, successfully turning potentially negative experiences into positive outcomes and retaining customer loyalty.

EDUCATION

Bachelor of English Education

Expected Nov 2025

Universitas Terbuka (Indonesia Open University)

Relevant Coursework: Applied Linguistics, Cross-Cultural Communication, English for Hotel and Tourism, Business English, Language Teaching Methods.

SKILLS

Languages

Indonesian (Native)

English (Professionally Proficient)

Technical Skills

Microsoft Office Suite

CAT Tools (Basic)

Professional Skills

Cross-Cultural Communication

Time & Project Management

Problem-Solving & Analytical Skills

Customer Service