

# RIZKI BAGAS ARDIASAMA

📍 Brebes, Central Java

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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