

Jessica Ninda Kalistya Putri

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Education

SANATA DHARMA UNIVERSITY

Bachelor's degree, English Language and Literature/Letters. GPA 3.80

- Selected for the core committees in managing the Sadhar Cat Community.
- Selected for Career Talk committee as chief coordinator.
- Participated in the Job Fair committee.
- Assisted Setiawan Spooring as Liaison Officer.
- Assisted in university library publishing as an editor.
- Performed the ballet student activity unit in several performances and showcases.

Skills

- | | | |
|----------------------------------|-----------------------|------------------------------|
| • Audio-Visual Translation | • Business Management | • Aegisub |
| • Tourism Business and Marketing | • Copywriting | • Canva |
| • UX Writing | • Public Speaking | • Ms. Word/Excel/Power Point |
| • Legal Translation | • Public Relations | • Korea (basic) |
| | • Creative Writing | |
| | • Interpreting | |

Professional Experience

CCJK Technologies

May 2021 – Aug 2021

Audio Transcriber Freelance

Projected Transcription from Tiktok, Snack Video, and several social media platforms.

- Reported transcribed audio data
- Transcribed audio into a good transcription from Indonesia to English, the region language in Indonesia, and vice versa

Ferron Par Pharmaceuticals (Member of Dexa Group)

Sept 2023 – Jan 2024

Translator Intenship

Projected Bilingual, Indonesian to English text or vice versa.

- Translated procedure text, document socialization form, legal document, etc.

Vibes United (Prudential Insurance)

April 2024 – Present

Business Development Part-time

- Developing new business and partnership opportunities
- Identify new business or partnership potentials
- Manage implementation project end to end, including business model, budget, product development, system requirements, sales structure etc
- Manage relationship with partners to ensure business sustainability
- Coordinate with related departments and stakeholders including technology, operations, and business to develop strategic and tactical solutions to achieve business growth objectives
- Develop and implement sales and business development strategy continuously to ensure the business growth and target achievement
- Develop sales plan for activation, incentives, promotion materials, etc
- Involve in Distribution channels strategic discussions and initiatives
- Develop strategic plan on how to achieve sales target

PT. STARVISH GLOBAL UTAMA

Jun 2024 – Present

Administrative Staff

- Serving customers through e-commerce and social media
- Recording all incoming and outgoing goods
- Recording all company revenue
- Develop goods material in such promotion and selling

Volunteer Experience

Jesuit Realinospm's Community

Mar 2023 – Jan 2024

Teaching

Educated the children of local residents in Jombor, yogyakarta.

- Assisted to teaching letter recognition, numbers, words, and more
- Participated in developing culture and art

Certifications

- | | |
|---|------------|
| • Creative Copywriting MYSKILL | March 2024 |
| • Korean Basic (Hangul and daily activity vocabulary) | March 2024 |
| • Internship in Ferron Par Pharmaceuticals | March 2024 |