

JESSICA NINDA KALISTYA PUTRI

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ABOUT ME

I am an entry-level professional who passionate with audio-visual translation, legal translation, teaching, copy writing, marketing or anything about UI/UX writing. My strengths are creativity and the ability to socialize and provide new ideas in the future. I am looking for my next role in Copywriting, translation, teaching or in marketing place to improve user experience.

EXPERIENCE

PT. STARVISH GLOBAL UTAMA

Administrative Staff (Jun 2024 – Present)

- Served customers through e-commerce and social media to manage the relationship with partners to ensure business sustainability.
- Record all incoming and outgoing goods with supporting tools such as MOKA, Microsoft Excel and Microsoft word.
- Promoted the goods material in such promoting and selling on TIKTOK and Instagram.
- Edited promotion goods with supporting tools such as CapCut, Canva, Picsart, and Figma.

VIBES UNITED (PRUDENTIAL INSURANCE)

Business Development Part-time (April 2024 – Present)

- Identified new business or partnership potentials to manage relationship and implementation the project end to end, including business model, budget, product development, and claims procedure.
- Developed strategic plan with related departments to achieve sales target using promotion materials online or offline.

FERRON PAR PHARMACEUTICALS (MEMBER OF DEXA GROUP)

Translator Internship (Sept 2023 – Jan 2024)

- Translated procedure text, document socialization form, legal document with supporting tools such as Smartcat and DeepL.
- Examined the procedure text according to target language.

JESUIT REALINOSPM'S COMMUNITY

English Teacher (March 2023 – Jan 2024)

- Assisted to educated the children of local residents in Jombor, Yogyakarta by teaching letter recognition, numbers, words, vocabulary, etc.
- Developed Javanese culture and art using English as the first language.

CCJK TECHNOLOGIES

Audio Transcriber Freelance (May 2021 – Aug 2021)

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

EDUCATION

SANATA DHARMA UNIVERSITY (Sept 2020 – January 2024)

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

- Implemented English vocabulary and grammar in Legal Documents, Audio-Visual Translation and Basic Translation such as in Poetry, Children's book, etc.
- Implemented Business and Marketing basic knowledge into practical experience.

Activity:

- 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 to assisted Setiawan Sporing as Liaison Officer.
- Assisted in university library publishing as an editor.
- Performed the ballet student activity unit in several performances and showcases.

SKILLS

Hard Skills : Microsoft Office(Word, Excel, PPT), Design and Editing (Canva, Capcut), Audio-Visual Translation (Aegisub), Legal Translation (SmartCat, DeepL), UX Writing, Business Managament, Tourism Business and Marketing(Email marketing, Promotion, Adwords/Social Media Ads, Growth Marketing), Creative Writing, Interpreting.

Soft Skills : Public Speaking, Public Relation, Communication, Team work, Critical thinking, Decission making.

COURSE AND CERTIFICATION

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