



Ella Noerlaela, SS.

Perumahan Legenda Wisata
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Career Objective:

To become a Japanese Speaking Marketing Staff in the industry where I can utilize my experience and skills for the successful completion of each job task in order to contributing to the organization.

Professional Summary:

- Long experience of working for Japanese companies
- Having superb work ethic and attitude
- Excellent command of English (TOEIC certified ; Reading-Listening, Speaking-Writing) and Japanese Language (JLPT Level 2)
- Remarkable written and verbal communication
- Ability to adapt quickly to diverse situations
- Ability to work under pressure
- Hard worker and keen to learn new things

Personal Attributes

- ✓ **Effective Communication Skills:** Articulate communicator with appreciation for the different communication styles required when working with other team members or with customers.
 - ✓ **Honest and Reliable:** Strong morals and ethics ensure honesty, reliability and ability to undertake tasks responsibly.
 - ✓ **Flexible:** Understanding of need to remain flexible to support last-minute demands and changes. Comfortable in changing environments and situations, ensuring ability to remain flexible and adaptable at all times.
 - ✓ **Professional demeanor and attitude**
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FREELANCE WORK EXPERIENCE

2nd December 2019 – 1st December 2020, PT Denso Ten Manufacturing Indonesia, Bogor

- Report to Manufacturing Director
- Providing company-wide interpreting and translation services such as translating SOP, machine manual, bridging communication between local staff and expatriates, interpreting at meeting, discussion, audit etc.

1st November 2018 – Nov'20119, PT Tanashin Indonesia, Bogor

- Report to President Director
- Be responsible for all of interpreting and translation duties in and out of the company such as in meeting, audit, discussing with other parties, translating email, SOP, machine manual etc.
- HRGA assistant
- PA to President Director
- Any assigned job

July 11-13, 2018, PT Yamaha Manufacturing Indonesia R & D

- Providing interpreting service in three-day employee education program.

Responsibilities and Achievements:

- Japanese - Indonesian interpreting VV
- To make sure that the Japanese Instructors' speeches were delivered correctly to the training participants.
- To make sure that all of the opinions of the training participants in Q&A session were delivered correctly to the instructors/management.
- To be responsible for the education program running smoothly

March – April 2018, PT Komatsu Indonesia

Position: English Proof reader, content writer, English translator

Description:

Proof reading all of the documents from each department that would be presented to JUSE.

Responsibilities and Achievements:

- Correcting misspelling and doing grammar check
- Making sentences became concise and easy to understand

September 2015 – January 2017, PT Toyoda Gosei Safety Indonesia, Bogor

- Providing company-wide interpreting and translation services such as translating SOP, machine manual, bridging communication between local staff and expatriates, interpreting at meeting, discussion, audit, including negotiation with worker Union.
- Personal Assistant to PD
- Giving assistance to Japanese Expatriates

January 2011 – October 2014, PT Nipress, Tbk.

- Providing interpreting and translation service to Japanese Instructors
- Bridging communication between local staff and Japanese Expatriates
- Giving technical assistance to both parties (local staff and Japanese Expatriates)

Full Time Work Experience (2000 – 2010)

Working for some leading Japanese companies such as PT Aeon Fantasy Indonesia, PT Sumitomo Wiring Systems Batam, PT Epson Batam, PT Sanyo Jaya Components Indonesia etc.

Position : Japanese Interpreter/Translator, PA/Secretary, GA & Purchasing Assistant

Education**STBA YAPARI – ABA BANDUNG (Indonesia)**

The first and the oldest language institution in Indonesia

October 1995 – August 1999

Bachelor in Japanese Language, GPA: 3.56

Graduated as the youngest, the fastest and the best graduate

Language Skill

Indonesian: Native

Japanese: Fluent

English: Fluent

Malaysian: Fluent

Turkish: Beginner

Other Skills and Qualification

MS Word, Excel, and PowerPoint,

PERSONAL DETAIL

Place & DoB: Bandung, April 10, 1978

Marital status: Married (2 children)

Health: Excellent

Height / Weight: 158.5 cm / 60 Kg.

Interests: Reading, cooking, traveling, sports

