

# Curriculum Vitae



<b>Personal Data</b>	Full Name	Yuyun Holita
	Place of birth	Jakarta
	Date of Birth	January 11, 1984
	Gender	Female
	Nationality	Indonesia
	Home Address	Jalan Keamanan No. 48, Jakarta Barat 11130
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	Phone Number	+62-87878174017
	Marital Status	Single
	Religion	Islam

## Educational Background

Institutions	Entrance (y/m)	Graduate (y/m)	Name of School
University	2010	2012	Fudan University
Language School	2006 Oct	2008 Apr	Shizuoka International School
University	2002	2006	Padjadjaran University
Senior High School	1998	2001	SMUN 2 Jakarta
Junior High school	1995	1998	SMPN 54 Jakarta
Elementary School	1989	1995	SDN Keagungan Jakarta

## Employment History

Place	Period	Job Task
Jakarta, Indonesia	Aug 2014 – Present	Freelance Indonesian – Japanese Interpreter at <b>VARIOUS COMPANIES</b> - Interpreting from Indonesian to Japanese and vice versa during meetings, visits, interviews, exhibitions, seminars, and other various events. (please refer below)
Bangkok, Thailand	April 2013 – July 2014	Japanese Customer Support Specialist at <b>AGODA.COM</b> - Customer service and call center duties in Japanese and English. Handling escalations and projects assigned,

		report to supervisor. Interpreting and translating from English to Japanese & vice versa.
Shanghai, China	June 2012 – December 2012	Front Desk Manager cum Assistant to General Manager at <b>BODY &amp; SOUL CLINIC</b> - Dealing with patients, handling questions and complaints, managing health insurances and simple accounting, data input and document filing, arranging appointments and creating daily report, interpreting English to Japanese & vice versa etc.
Jakarta, Indonesia	May 2008 – July 2010	Head of Store Operations at <b>CV. SENANG HATI</b> – Day to day store operation duties, customers and suppliers maintenance, data input, documents filing, email correspondence, budget & sales calculating, making report, meeting scheduling, ticket & hotel reservation, employee's training, address monitoring, etc.

### Qualifications • Licenses • Skills

Language Skills (ex. TOEIC, JLPT)	TOEFL score 557, JLPT N2, HSK level 3, HSKK basic level
Others	Interpreting, translating, localization, editorial, MS Office (pp, word, excel, outlook), internet literacy, qualitative & quantitative research, management, communication, customer service, teaching, tour-guiding

### Volunteering and Organization Experience

Period	Name of organization and what have you done?
2002 - 2006	Association of Japanese-majored Students at Padjadjaran University as Active Member
2005	Teaching Japanese language and building a library at two elementary schools in Jawa Barat province as part of university's curriculum
2006	Helping the community center, participating home stay program under Shizuoka International School
2010 - 2012	Fudan Foreign Student Volunteering Association as President Fudan Indonesia Student Organization as Advisor Fudan International Dance Club as Instructor
2015 - present	Lions Club Jakarta Monas as Active Member Indonesian Association of Japanese Interpreter as Treasurer

## Freelance Activities:

- \* Interpreting • GA Support PT. Honda Trading Indonesia – June 2019.
- \* Interpreting • Translating PT. Sugiura Indonesia – May 2019.
- \* Interpreting • Translating PT. Furukawa Indomobil Battery Manufacturing – April 2019.
- \* Interpreting PT. Sadikun Niagamas Raya – March 2019.
- \* Interpreting • Translating PT. Furukawa Indomobil Battery Manufacturing – February 2019.
- \* Interpreting • Translating PT. Furukawa Indomobil Battery Manufacturing – Januari 2019.
- \* Interpreting PT. IIDA Holdings Group – December 2018.
- \* Interpreting • Translating PT. Furukawa Indomobil Battery Manufacturing – December 2018.
- \* Interpreting Tourism Agency's visit to KEMENPAR – November 2018.
- \* Interpreting Japan Career Expo – October 2018.
- \* Interpreting Kewpie Corporation's project – October 2018.
- \* Interpreting Asian Para Games (Badminton section) – October 2018.
- \* Interpreting Kumamoto prefecture's visit to PBSI – October 2018.
- \* Interpreting Japan Education Fair – September 2018.
- \* Interpreting Honda Electronics – September 2018.
- \* Interpreting PT. Yamaha Indonesia Motor Manufacturing – September 2018.
- \* Interpreting PT. Furukawa Indomobil Battery Manufacturing – August 2018.
- \* Interpreting Plan International for documentary shooting (NTT Province) – August 2018.
- \* Interpreting • Translating PT. Furukawa Indomobil Battery Manufacturing – August 2018.
- \* Interpreting Kalibata Tax Office – July 2018.
- \* Interpreting • Translating PT. Furukawa Indomobil Battery Manufacturing – July 2018.
- \* Interpreting PT. Akebono Brake Astra Indonesia – Juni 2018.
- \* Interpreting PT. Yamaha Indonesia Motor Manufacturing – May 2018.
- \* Interpreting • Translating PT. Furukawa Indomobil Battery Manufacturing – May 2018.
- \* Interpreting PT. Omron Manufacturing Indonesia – April 2018.
- \* Interpreting PT. Kao Indonesia Chemical – April 2018.
- \* Interpreting PT. Yamaha Indonesia Motor Manufacturing – March 2018.
- \* Interpreting Japan Travel Fair – March 2018.
- \* Interpreting PT. ASABA – February 2018.
- \* Interpreting PT. Showa Autoparts Indonesia – February 2018.
- \* Interpreting PT. Supernova Flexible Packaging – January 2018.
- \* Interpreting • Translating PT. Furukawa Indomobil Battery Manufacturing – January 2018.
- \* Interpreting • Translating PEMI/PASI for YAZAKI's project – December 2017.
- \* Interpreting KEMENRISTEK BPPT for JICA's project – December 2017.
- \* Interpreting ATMI Cikarang for JICA's project – December 2017.
- \* Interpreting PT. Cubic Indonesia – December 2017.
- \* Interpreting • Translating PT. Furukawa Indomobil Battery Manufacturing – November 2017.
- \* Interpreting Nerima City's visit to Dinas KPKP & Balai Kota – November 2017.
- \* Interpreting PT. Mitsubishi Electric Automotive Indonesia – November 2017.
- \* Tour Guide to Singapore – Oktober 2017.
- \* Interpreting PT. Toyota Motor Manufacturing Indonesia – Oktober 2017.
- \* Translating Translator at PT. Komatsu Indonesia – Oktober 2017.
- \* Interpreting • Translating Liaison Officer at PT. VFS Services Indonesia. August 2017 – September 2017.
- \* Interpreting • Translating PT. Fujita Rashi Indonesia. May 2017 – July 2017.
- \* Interpreting • Translating PT. Mitsui Kinzoku Act Indonesia. January 2017 – March 2017.
- \* Interpreting Japan Infrastructure Technology (Business Matching part). February 2017.
- \* Interpreting • Translating PT. Kyoei Pamindo. February 2017.
- \* Interpreting • Translating Toyota Home Support (Event of Technical Appeal). February 2017.
- \* Marketing planner internship (METI Japan) NIHON FORM SERVICE Co., Ltd. October 2016 – Desember 2016.
- \* Interpreting • Translating PT. Mitsui Kinzoku Act Indonesia. May 2016 – September 2016.

- \* Interpreting • Translating Binus University. May 2016.
- \* Translating hotel's introduction from English to Japanese. May 2016.
- \* Interpreting • Translating PT. Kyoei Pamindo. May 2016.
- \* Translating product's specification. May 2016.
- \* Interpreting • Translating JETRO. April 2016.
- \* Interpreting Wakayama Prefecture Tourism Event. April 2016.
- \* Interpreting Manufacturing Indonesia 2015. December 2015.
- \* Interpreting Japan Education Fair 2015. November 2015.
- \* Interpreting Aichi-Indonesia Networking Night. October 2015.
- \* Interpreting PT. Shiseido Indonesia. October 2015.
- \* Research Assistant JETRO Jakarta. September 2015 – March 2016.
- \* Interpreting Fujita Travel. July 2015.
- \* Interpreting ASEAN Secretariat. July 2015.
- \* Interpreting Berrybenka. June 2015.
- \* Interpreting • Translating Kojima Indonesia. April – May 2015.
- \* Translating bank introduction from Indonesian to Japanese. April 2015.
- \* Interpreting Atsumi Indonesia. March 2015.
- \* Translating beverages product from English to Japanese. March 2015.
- \* Interpreting Toyota Motor Manufacturing Indonesia (TMMIN). February 2015.
- \* Translating Prudential from Japanese to Indonesian. January 2015.
- \* Interpreting manufacturing exhibition 2014 in Kemayoran. December 2014.
- \* Teaching Japanese language September-October 2014.
- \* Interpreting PT. Fujita. September 2014.