

	<p><b>Lena Simatupang</b>          Jakarta Timur, INDONESIA          Mobile &amp; WhatsApp: +62 812 93191973 / +62 811 898298          Email: helenasimatupang@gmail.com          LinkedIn : <a href="http://www.linkedin.com/in/helenasimatupang">www.linkedin.com/in/helenasimatupang</a>          ProZ : <a href="http://www.proz.com/profile/2363540">http://www.proz.com/profile/2363540</a>          HPI : <a href="http://sihapei.hpi.or.id/member/profile/HPI-01-13-0960">http://sihapei.hpi.or.id/member/profile/HPI-01-13-0960</a></p>	
<p><b>Education</b></p>	<p>English Literature, Faculty of Letters, Christian University of Indonesia, Jakarta – Indonesia   Bachelor’s Degree (S1), 1990</p>	
<p><b>Language Pair</b></p>	<p>English – Indonesian</p>	<p>Indonesian – English</p>
<p><b>Organization</b></p>	<p>Senior Member of Association of Indonesian Translators (HPI), 2012 – present, HPI 01-13-0960 (EN-IN) Validity: 2024 – 2029</p>	
<p><b>Translation Experience:</b></p>	<p>July 2022 : Deutsche Bank A. G. – Jakarta, Indonesia          November 2021 : VerboLabs Languages OPC Private Limited          September 2021 : Macro Translate          April 2021 : GTE Localize, Vietnam – MTPE Project of 9,740 words          April 2021 : CollectText Translations Pvt. Ltd. – New Delhi, India          February 2021 : Glocalize Inc.          November 2020 : PT Verdhana Sekuritas Indonesia          August – October 2020 : Immanuel Publishing House, Jakarta          June 2020 : PT Bahana TCW Investment Management          March 2020 : PT Brand Media Apa Aja          May 2019 : PT AJ Central Asia Raya          April 2019 : Hitado Law Firm, Jakarta          Feb 2019 : PT Boston Consulting Indonesia          Apr 2018 – present : ProAd Communications          March 2018 : PT Ciptadana Asset Management          Aug 2017 – Apr 2018 : Translating “Think &amp; Trade Like a Champion” a stock investing book written by author Mark Minervini for internal use of telegram Indonesian stock traders group t.me/BETABISA          April – May 2017 : Mr. Jansen Sinamo  <a href="https://id.wikipedia.org/wiki/Jansen_Sinamo">https://id.wikipedia.org/wiki/Jansen_Sinamo</a>          November 2016 : Translate Media, UK          April – June 2015 : BPK Gunung Mulia, Jakarta          June 2009 to present : RBC Ministries Indonesia          April 2009 : Erlangga for Kids Publisher, Jakarta</p>	
<p><b>Annual Report Translated</b></p>	<p><b>Stock Code</b>          ABDA          APIC          BSSR          IDPR          PLAS          RAJA          SMMA          STAR          UNIT</p>	<p><b>AR 2018</b>          Good Corp. Governance PT Asuransi Bina Dana Arta Tbk.          PT Pacific Strategic Financial Tbk          PT Baramulti Suksessarana Tbk - Profile of BoC &amp; BoD          PT Indopora PT Indonesia Pondasi Raya Tbk - IDPR -MDNA          PT Polaris Investama Tbk          PT Rukun Raharja Tbk          PT Sinar Mas Multiartha Tbk - SMMA          PT Buana Artha Anugerah Tbk          PT Nusantara Inti Corpora Tbk</p>

	<b><u>Stock Code</u></b>	<b><u>AR 2019</u></b>
	APIC	PT Pacific Strategic Financial Tbk
	BHAT	PT Bhakti Multi Artha Tbk
	CARE	PT Metro Healthcare Indonesia Tbk
	NATO	PT Nusantara Properti Internasional Tbk
	PLAS	PT Polaris Investama Tbk
	PTBA	Good Corporate Governance PT Bukit Asam Tbk
	SMMA	PT Sinar Mas Multiartha Tbk - SMMA
	SOSS	PT Shield On Service Tbk
	STAR	PT Buana Artha Anugerah Tbk
	TARA	PT Sitara Propertindo Tbk
	TGKA	PT Tigaraksa Satria Tbk
	UNIT	PT Nusantara Inti Corpora Tbk
<b>Sustainability Report Translated</b>	<b><u>Stock Code</u></b>	<b><u>AR 2019</u></b>
	ELSA	Sustainability Report 2019 - PT Elnusa Tbk
<b>Books Translated From EN to ID</b>	2009 Fakta tentang Uang – Erlangga for Kids Publishers, Jakarta 2021 Teguh Beriman di Masa Senja – Duta Harapan Dunia 2019 Membangun Generasi Mendatang – Duta Harapan Dunia 2021 Pastor’s Annual Kumpulan Kotbah dalam Satu Tahun, T.T. Crabtree – Immanuel Publishing House	
<b>Mutual Fund Prospectus Translated</b>	Fund Manager : PT Bahana TCW Investment Management February 2022 RDS Bahana Global Healthcare Sharia USD Equity Fund June 2020 Pembaharuan Prospektus RDS Bahana PTS Generasi Gemilang	
<b>WebComics Translated</b>	Aug – Oct 2021	: Roman Punch Episode 0-12
	Oct 2021	: Ganda – The Night Defender Episode 1-16
<b>Localization, Transcreation and Marketing Experience</b>	September 2020	: Transfective, NY – USA
	Brand	: 360º VUZ, Amazfit, Stenn International Ltd., Spotify, DHL
	February 2022	: Toppan Digital Language – UK
	Brand	: Spotify, Diageo Plc., Oreo
	April 2022	: EC Innovations
	Brand	: Bybit
	November 2022	: Infini-T Translation
	Brand	: iMove - <a href="https://docs.1move.io/id">https://docs.1move.io/id</a>
<b>Transcription/ Subtitling Experience</b>	July 2022	: Synergium 20 hours 29 minutes – Spotify Transcription
	February 2022	: Word Lights Translation, USA – 18 mins.
	November 2021	: VerboLabs Languages OPC Private Limited – 70 mins.
	Feb 2021	: Glocalize, USA
	Oct 2018	: Asiastar International Consultancy Pte. Ltd., Singapore
	Nov 2017 – Mar 2018	: Gamiraph Translation
<b>Copywriting Experience</b>	Oct – Nov 2019	: ProAd Communication, Bandung, Indonesia Initial Draft of PT Dafam Property Indonesia Tbk Annual Report 2019

<b>Teaching Experience</b>	Nov – Dec 2018 : <b>English Instructor</b> for Internal Audit Unit Employees of PT Kimia Farma Tbk.		
<b>Work Experience</b>	<p>May 1997 to Mar 2018 : <b>Operations Senior Officer</b> at Fund Service Processing Deutsche Bank AG - Jakarta</p> <p>Feb 1996 to Apr 1997 : <b>Administrative Officer</b> at Structured Finance Unit- Corporate Banking Division. ABN AMRO Bank- Jakarta</p> <p>Dec 1994 to Jan 1996 : <b>Corporate Banking Department Secretary.</b> ABN AMRO Bank - Jakarta</p> <p>Apr 1994 to Nov 1994 : <b>Rooms Division Secretary.</b> Grand Hyatt Jakarta</p> <p>Dec 1990 to Mar 1994 : <b>Human Resources Secretary.</b> Grand Hyatt Jakarta</p> <p>May 1990 to Nov 1990 : <b>Customer Service Assistant</b> The Chase Manhattan Bank, Jakarta</p>		
<b>Certificate</b>	<ul style="list-style-type: none"> <li>• BSMR (Badan Sertifikasi Manajemen Risiko/Risk Management Certification Body) GARP Level II (Two), 10 October 2009</li> <li>• Intermediate Legal Translation Grade A-, Lembaga Bahasa Internasional FIB UI, May-August 2025</li> <li>• Basic Legal Translation Grade A-, Lembaga Bahasa Internasional FIB UI, September-November 2024</li> <li>• Certified Financial Planner Review – Pusat Pengembangan Akuntansi Fakultas Ekonomi dan Bisnis Universitas Indonesia, 5 November 2022 – 14 January 2023</li> </ul>		
<b>Skills</b>	<table border="0"> <tr> <td> <ul style="list-style-type: none"> <li>• MS Office: Word, Excel, Powerpoint</li> <li>• Adobe Acrobat</li> <li>• SDL Trados Studio 2019 &amp; 2021</li> <li>• Memsourc</li> <li>• Aegisub</li> </ul> </td> <td> <p><b>Type of File Handled:</b></p> <ul style="list-style-type: none"> <li>• PDF</li> <li>• MS Word</li> <li>• MS Excel</li> <li>• MS Power Point</li> <li>• SRT</li> </ul> </td> </tr> </table>	<ul style="list-style-type: none"> <li>• MS Office: Word, Excel, Powerpoint</li> <li>• Adobe Acrobat</li> <li>• SDL Trados Studio 2019 &amp; 2021</li> <li>• Memsourc</li> <li>• Aegisub</li> </ul>	<p><b>Type of File Handled:</b></p> <ul style="list-style-type: none"> <li>• PDF</li> <li>• MS Word</li> <li>• MS Excel</li> <li>• MS Power Point</li> <li>• SRT</li> </ul>
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<b>Translation Capacity</b>	2,500 – 5,000 words / day		
<b>Fields of Translation</b>	Banking, Finance, Stock Market/Trading, Mutual Funds, Cryptocurrency (Bybit, BTSE), Risk Management, Marketing, General, Christian, Health, Hotel, Food, Cooking, Family, Travelling, Webcomics, Gaming		
<b>Scope of Services</b>	<ul style="list-style-type: none"> <li>• Translation, Proofreading, Editing, Localization, Transcreation, Subtitling, Transcription, MTPE (<u>M</u>achine <u>T</u>ranslation <u>P</u>ost <u>E</u>ding)</li> <li>• Annual report, sustainability report, prospectus, info memo, slides presentation, articles, flyers, operational manual, terms of reference, agreements, webcomics, and other similar documents</li> <li>• Transcription &amp; video subtitling</li> </ul>		
<b>Fee</b>	<ul style="list-style-type: none"> <li>• Translation EN&lt;&gt;IN : Per source word : USD0.04 / IDR550</li> <li>• Editing/Proofreading EN&lt;&gt;IN : Per source word : USD0.03 / IDR400</li> <li>• Editing/Proofreading EN&lt;&gt;IN : Per hour : USD12.5 / IDR200,000</li> <li>• MTPE (Machine Translation Post : Per source word : USD0.03 / IDR400 Editing)</li> <li>• Transcription &amp; Subtitling EN&lt;&gt;IN : Per minute : USD5 / IDR75,000</li> </ul>		
<b>Hobbies / Interests</b>	<ul style="list-style-type: none"> <li>• Simple Cooking &amp; Baking</li> <li>• Crafting</li> <li>• Crocheting</li> <li>• Investing and Trading Stock at the Indonesian Stock Exchange</li> </ul>		