

Sendhi Alviansyah



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Summary

I was a former apprentice museum tour guide with a basic understanding of domestic and foreign visitors from all walks of life looking for an opportunity to expand my skills. Handling more than 500 visitors throughout my internship and given some additional tasks such as translating geological documents, conceptualizing a feedback form for foreign visitors, becoming a MC for monthly event, and helping the ticketing officer. Work-oriented, proactive individual with creative problem-solving and great interpersonal and communication skills and the ability to learn something new fast.

Experience

Freelance Translator

Freelance Translator

2018 - Present (2 years 11 months +)

Becoming a freelance translator (English-Bahasa Indonesia and Vice Versa), I've translated any types of documents particularly related to academic texts such students' assignments, journals, articles and thesis.

Museum Guide

Museum Geologi

Jul 2019 - Aug 2019 (2 months)

I was assigned to translate some geological documentation. After finishing my internship there, I became a freelance guide for a couple of times. I achieved some good accomplishments such as handling more than 500 foreign and domestic visitors and initiating to make feedback forms for foreign visitors where previously the forms were only given to domestic visitors. I suggested that Museum Geologi should receive feedbacks from both foreign and domestic visitors in order to improve the quality of the service and achieve the visitors' satisfaction.

Education

Politeknik Negeri Bandung

GPA 3.66, Associate's degree, English Language and Literature/Letters

2017 - 2020

English Department at Politeknik Negeri Bandung focuses on the application of English especially for business. Besides, providing English subjects such as Translation, Writing, Reading, Listening, and Speaking, the study program of English Department provides various great subjects such as Presentation, MICE, Accounting, and Multimedia.

Publications

1. The Making of an Informational Book Entitled Babah Kuya: A Tree through the Ages.
2. Extensive Reading Program: Self-Selected Articles to Enrich Knowledge, Acquire, and Learning the Language, and develop Learning Autonomy.

Organizational Experience

1. The Staff of Sponsorship Division

AECP is an annual English competition held by HIMARIS. In 2018, I was assigned to contribute as the staff of sponsorship division. My main responsibilities were to look for the prospective sponsors, to manage renewals and negotiations, and to raise money through the sale of sponsorship. Besides, I looked for the media partners in order to advertise the event.

2. Peer Counselor

Peer Counselor is a representative group of students from all majors in POLBAN. This group was initiated and under supervision of UPT BKP POLBAN. My main responsibilities were to be a good listener or counselor for the students of POLBAN when they needed some help, to contact the lecturers especially the members of BKP POLBAN when the students needed further solution, and to organize the events of UPT BKP POLBAN.

3. The Head of Welfare Division (Himpunan Mahasiswa Bahasa Inggris)

My team and I initiated to create an online platform named Himaris Care. This platform allowed the member to share their feelings, viewpoints, and stories. Besides, I used this platform to share out of the box contents such as Inspiring Himaris, Himaris Belajar, Himaris Curhat, and Draft Keluarga Himaris.

Licenses & Certifications



Table Manner - Grand Mercure Bandung Setiabudi



Handsome Class/Training/Seminar - Paragon Technology and Innovation



Microsoft Word 2016 Certification - Microsoft 365 Partner
oH2T-uSTo



Peer Counselor - Politeknik Negeri Bandung
794.6/PL1.R3/KM2018



TOEIC - TOEIC® Program
Issued Sep 2019 - Expires Sep 2021
Score 780



Fundamentals of Digital Marketing - Google Digital Garage
B6W4VTGD4

Skills

Microsoft Office • Social Media • Marketing • English Translation • Interpreting • Image Editing • Search Engine Optimization (SEO) • Instagram Advertising • Facebook Ads • Guided Tours

Honors & Awards

PPA Scholarship - Politeknik Negeri Bandung

Nov 2018

I received PPA scholarship twice; in 2018 and 2019.



The Accomplishment of the Tenth Blood Donation - Indonesian Red Cross

Sep 2019

I received an award for the tenth blood donation from Indonesian Red Cross (PMI) in 2019.



Certificate of Appreciation for an English Tutor - Politeknik Negeri Bandung

Jul 2018

I became an English tutor for the students of UPT Bahasa Politeknik Negeri Bandung on 16-31 July 2018.