

NURKASTELIA ANUGRASINDY

EDUCATION

University of Indonesia, Depok, Indonesia
Bachelor of Humanities, English Literature, May 2006
GPA 3.24

EXPERIENCE

Writer/ Co-Founder
Cerita Seratus Kata
Jakarta, Indonesia
2004 - current

- Create, publish flash fiction stories online (<http://www.100kata.com>)
- Publish print version of Cerita Seratus Kata under Chesire Publishing

Co-Founder/ Editor
BalonUdara Publishing
Jakarta, Indonesia
November 2007 - current

- Established BalonUdara Publishing, independent publishing company
- Manuscript editing and arrange printing matters with outsource

Co-Founder/ Translator
Taut-O-Logic
Jakarta, Indonesia
September 2007 – current

- Established Taut-O-Logic, translation service company
- Translated Standard Corporate Operation Manual and Machinery Documents for PT. Tempo Scan Pacific

Sales Executive
Rajasa Web & Graphics
Jakarta, Indonesia
September 2006 – July 2007

- Put together Project Proposals, promote and offer web development services to prospective clients, maintain day-to-day client relationship management
- Website content copywriter, translated various necessary documents

Freelancer
MTV Indonesia
Jakarta, Indonesia
January – March 2004

- Assisted Producer in daily production of MTV Blackbox, MTV Unilever sponsored program
- In charge of casting, registration process, details and photo printing
- Liaised celebrity guest stars and talents

Movie Committee
University of Indonesia's Open House
Jakarta, Indonesia
March – April 2004

- Scriptwriter, Director, Editor for short movie "Follow the Yellow Road"
- Arranged clearances on sponsors and supporting music

Music Director/ Assistant Director/
Script Supervisor
English Department Play
Depok, Indonesia
September 2002

- Arranged music for short theatrical play "Putri Dangdut dan 7 Penggoda Iman"
- Assistant to the director
- Supervised script changes *en lieu* to the major theme

SKILLS

Operating Systems: Windows, Mac OS X
Softwares: MS Word, MS Excel, Adobe Photoshop, Pinnacle Studio, Ulead Movie Maker, Avid Pro, WavePad, CorelDraw

ACTIVITIES

- Volunteer for Pustaka Kelana, weekly story telling and English teaching to children age 4-10
- Tutor for public high school English Club
- High School student body alumni, organized Journalism team and creative events
- Vice President for English Department Student Body, October 2004 – September 2005

PORTFOLIO

<http://snd-portfolio.blogspot.com>
(references available by request)