

Sandra Koodrin

Jakarta, Indonesia

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Qualifications

Experience

- 20 years management, administrative and supervisory experience in a wide variety of working environments and locations
- 14 years experience in education/training capacities
- 12 years experience materials and content writing/editing
- 16 years experience with computers, peripherals, the internet and a variety of software including MS Office, Photoshop and other Adobe programs, HTML editing programs, etc
- 8 years experience in service industry - overseas and Canada
- 6 years experience in retail/wholesale industry
- Former business owner - overseas and Canada
- Large base of transferable skills in the areas of training, supervision, leadership, analysis, critical and creative thinking, problem solving, decision making, planning and organization, computers/software/internet and related areas and conceptualizing, creating and implementing projects

Specific Editing, Administrative, Management and Business Development Qualifications

Extensive experience in :

- Writing/developing/editing and revising company materials as needed per client requirements as well as re-vamping obsolete, incorrect materials as assigned
- Managing and directing staff in administrative responsibilities
- Implementing new marketing/instruction strategies as directed
- Submitting continual formative evaluations of staff and client progress to Department Director through rigorous criteria of regular examinations, projects and participation and motivational strategies in order to improve staff/client progress
- Participating in team meetings to consult on administrative and pedagogical program matters
- Meeting with colleagues to co-ordinate courses, client schedules and individual needs, discuss client issues, plan future activities and draft evaluation reports
- Keeping clear, concise records of staff and client progress, evaluations, special requests and all materials and outlines implemented
- Preparing program completion evaluations and recommendations regarding staff/clients
- Formulating targeted plans of attack in regards to business clients' special requirements in their specific field
- Utilizing the internet as an investigative and research and development tool

Personal Qualifications

- Adept at identifying problem areas and implementing solutions
 - Accustomed to working in a fast-paced, high-pressure, deadline-oriented environment
 - Constantly reviewing and updating personal skills base in order to better equip myself to handle any additional responsibilities that may arise 'on the job' - currently studying CSS, JavaScript and XHTML
 - Highly motivated to see projects through to completion
 - Highly adaptable to many different working environments and situations
 - Excel at working independently, with little additional assistance and minimal instruction
 - Attend seminars to network and acquire fresh knowledge and ideas to be implemented in daily duties
 - More than 7 years residence in Indonesia
 - Ability to communicate in the Indonesian language at an intermediate level
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Employment History

Instructor

Course and Materials Developer/Writer/Editor

2004 - present Instructing clients aged 6 to 59 in English Language course materials based on the Singapore curriculum in a fast paced, customer service, deadline-oriented environment
Assisting Owner/Director in developing business and staff courses for adults as well as reviewing and editing outdated course materials
Writing current course and evaluation materials for clients of all ages

Jakarta

Business/EIC/ESL English Language Instructor

Mark Twain Language School

Yu-Jen Private Catholic School/Private Students

**June 2002
to
Nov 2002** Assisted Department Director in developing suitable curriculum for students aged 4 to 46, scheduling of classes, developing new materials, editing existing outdated materials, researching and purchasing course materials

Taiwan

Private Computer Instructor

Independent

1997 - 2002 Instructed students on how to work with various kinds of Microsoft software, general system maintenance, internet and email fundamentals and digital graphics programs

**Canada
and
overseas**

Owner/Operator

Neurotica Naturals

1997 - 1999 Manufactured, marketed and promoted line of aromatherapy bath and body-care products
Created and edited company's promotional materials such as brochures, product inserts, labels and website content and graphics
Private labeling, private classes, internet sales, trade-show sales and private sales

Vancouver BC

Co-Owner

Jonestown Studios/Mindscape Productions

1994 - 1998 Created and edited company's and artist's promotional materials such as CD covers, brochures, product inserts, banners, advert blurbs and website content and graphics
Assistant audio engineer
Management, customer relations, invoicing, digital graphics and bookings

Vancouver BC

Assistant Manager

Bluecrop Farms

1986 - 1990 Assistant manager in large production/distribution facility
Handled wholesale contracts, invoicing, tracking of shipments/orders, quality control, customer relations and local marketing

Castlegar BC

Additional Experience

Website Designer / Content Writer / Copy Editor

(remote)

GrafX Factory Digital Design and Edipro Global

Vancouver, BC

CANADA

1997 – Present

Education

Degree

Bachelor of General Studies
British Columbia Open University

Burnaby, BC

CANADA

Additional Certification and Training

Business Loss Prevention
Canada

PREVIOUSLY
CERTIFIED

Analog/Digital
Audio Engineering and Editing
Canada

TRAINING

Workers Compensation Board
Occupational First Aid Level 1
Canada

PREVIOUSLY
CERTIFIED

Marketing, Promotion, Manufacturing
Canada/Indonesia

TRAINING

Workplace Hazardous Materials
Information System
Canada

PREVIOUSLY
CERTIFIED

TESL
Canada

CERTIFIED

This document and information regarding my employment and life experience
will be available online for download as of December 1st 2006 at

<http://sandratk.com>
