**Curriculum Vitae**

# Personal Details

Name : Dheny Krismaningdyah Lussya Andriyo

Place and Date of Birth : Mojokerto, 27th December 1975

Sex : Female

Address : Jl. Sidomakmur no. 75A, Sengkaling, Kec. Dau, Malang 65151

Marital Status : Married

Telephone Number : 082333553598

Email : dhenylussya\_88@yahoo.co.id

# Education

**AKTA IV**

Institute of Teacher Training and Education Science, IKIP Budi Utomo 2008

**Bachelor of English Literature** 1995 - 2001

Faculty of English Letter, Gajayana University

**School Certificate**

SMA Negeri 1 Mojokerto 1991 – 1994

SMP Negeri 1 Mojokerto 1988 – 1991

SD Negeri Kranggan 2 Mojokerto 1982 – 1988

# Work Experiences

**English Teacher** August 2000 – October 2002

SD Negeri Banjaragung III Mojokerto

* Teach English for Elementary School Students
* Help with student registration during the new school year.
* School board and committee meeting
* Other school administration duties

**Admin HRD ( Payroll Staff )**  October 2002 – July 2003

PT Superfood Prima Sukses

* Responsibility to control petty cash payroll
* Responsibility for financial reporting related to employee salary
* Responsibliity for checking and payment of overtime employee

**Admin HRD** November 2003 – August 2004

PT. Arina Multy Karya

* Responsibility in filling data employee
* Responsibility financial reporting related to the overtime employee (outsourcing and branch office employee)
* GA affairs

**Administration Staff** September 2004 – May 2008

CV. Hariono

* Resposibility in filling data and control the result of employee work
* Resposibility for checking the presence and overtime employee
* Responsibility for financial reporting related to employee salary
* General affairs such as transportation, stationary, etc.

**School Administration and Librarian** August 2008 – Januari 2015

* Manage school general administration
* School board adn committe meeting
* Manage and process library administration and program
* Assist in creating and managing library budget

*\* references available on request*.

# Core Professional Skills

* Computer literate (Ms. Word, Excel, Powerpoint and Internet)
* Active English and corespondences
* Library program

 





