**DAFTAR RIWAYAT HIDUP**

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**Data Pribadi**

Nama : Dina Lathifa Horman

Tempat/Tanggal Lahir : Jakarta, 26 Desember 1993

Alamat : Bojong Gede Indah, Blok G/11

RT01/17, Bojong Gede, Bogor, 16320

Telepon : (021)8782798 (rumah)/

087770816023 (Hp)

E-mail [: dinalathifahorman@gmail.com](mailto:dinalathifahorman@gmail.com)

Jenis Kelamin :Perempuan

Tinggi/berat badan : 158 cm/45 kg

Agama : Islam

Kewarganegaraan : Indonesia

**Latar Belakang Pendidikan Formal**

1999-2005 : SD Muhammadiyah Bojong Gede

2005-2008 : SMPN 7 Bogor

2008-2011 : SMAN 9 Bogor

2011-2014 : D-3 Penerbitan-Jurnalistik, Jurusan Teknik Grafika

dan Penerbitan, Politeknik Negeri Jakarta, IPK 3,51 (skala 4)

**Latar Belakang Pendidikan Nonformal**

2012-2014 : Student of LIA-Depok in Conversation Class

**Pengalaman Kerja/Magang**

November 2013-Desember 2013 : Magang sebagai *proofreader* pada Penerbit

AsmaNadia Publishing House (ANPH) November 2014-Januari 2016 : Freelance sebagai *website content writer*

pada Media Online Chirpstory.com

(Chirpstory.com/id/Dina16Bahri)

Januari 2015-Februari 2016 : *Content Writer* pada website KelasCinta.com

(http://kelascinta.com/author/dina-lathifa)

Februari 2016-Sekarang : Blogger di Halo Robotics

(http://blog.halo-robotics.com/author/dina-lathifa/)

**Pengalaman Organisasi**

Sekretaris Umum OSIS SMPN 7 Bogor periode 2006/2007

Anggota MPK SMAN 9 Bogor periode 2008/2009

Wakil Presiden 2 Polytechnic Radio Station (Poros) FM periode 2011/2012

Sekretaris Umum Polytechnic Radio Station (Poros) FM periode 2012/2013

**Keahlian**

*Content Marketing*

*Social Media*

*Blogging*

*Translating*

*Handling customer*

**Software Skills**

Microsoft Word Microsoft Power Point Wordpress

CRM (newsletter & live chat)

Magento (*basic* dan edit html)

Adobe Photoshop dan Adobe Dreamweaver (*basic*)

Hootsuite

Facebook Bussiness Manager

**Kepribadian**

Fleksible

*Fast-learner*

*Hard-working*

*Curious*

**Resume *Jobdesc* Terkini**

*- Responsible for publishing blogpost on company's blog.*

*- Providing content description for products on e-commerce website.*

*- Providing content to be use for digital campaign.*

*- Responsible for planning, designing, and scheduling newsletter every week or any special occasion(s).*

*- Handling customer service through live chat, phone, email.*

*- Handling social media's company and brands, as well manage Facebook ads.*

*In additional:*

*- Design graphics to be use in digital campaign or blogpost.*

*- Help web developer to maintain website from back-end system (edit html).*

*- Help sales team by track online sales on e-commerce site through back-end system (familiar with magento).*

***Find******me******on***

[Instagram](https://www.instagram.com/imagidina/)

[Twitter](https://twitter.com/Dina16Bahri)

[Facebook](https://www.facebook.com/dinalhorman)

[LinkedIn](https://id.linkedin.com/in/dina-lhorman)

Demikian daftar riwayat hidup ini saya buat dengan sebenarnya.

Hormat saya,

Dina Lathifa Horman