

# Rista Amelia

**Date of Birth:**

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**Female, Single, Indonesian**

## PROFILE

I am a motivated, adaptable, and responsible fresh graduate.

My reliability, communication skills, responsibility and friendly nature are assets I would bring to the work. I also have the ability to prioritize whilst under pressure meeting tight deadlines.

I am a persistent and curious person. Reading, watching movies and solving puzzles are examples of my hobbies. I am also a good learner – I acquired most of my English skill through watching movies and listening songs.

## EDUCATION

**FACULTY OF CULTURAL SCIENCES, UNIVERSITAS GADJAH  
MADA/INDONESIA**

**Field of Study:** Cultural Sciences

**Major:** English Literature

**Year:** 2010-2014

**GPA:** 3.85

## EXPERIENCES

**Committee for Discovery of Culture**

**Position:** Staff for Funding

As the Staff for Funding, I was responsible in raising funds needed for the event. This work involved me in seeking sponsors interested in the event and also raising funds through other ways, such as selling t-shirts.

### **Conversation Class for Mechanical Engineering English Club UGM (February-June 2012)**

**Position:** Tutor

I worked with several other tutors in teaching the conversation class. The purpose of the class is to help mechanical engineering students to gain the ability and confidence in speaking English. As a tutor, I took part in making lesson plans and helping the students to gain the ability to converse in English.

### **Tutorial Class for English Department UGM (August 2012-January 2013)**

**Position:** Tutor

Being the tutor in English Department gave me the responsibility of helping freshmen students to adapt with the college education. I learnt how to create lesson plans and teach in class. I was responsible for the writing and grammar classes.

### **Committee for Rahasia di Balik Asia, (November 2011)**

**Position:** Staff for Event Designer

My duty as the Staff for Event Designer required me to plan and manage the event. This event was a joint event between foreign and Indonesian students at UGM. I specifically was arranged to work together with students from South Korea and Japan students. Besides planning the details for the event, I was also involved during the execution of the event.

### **Committee for English Days 2012, (September-October 2012)**

**Position:** Staff for Publication

As a Staff for Publication, I was responsible for the publication of the event. This work involved me in handling the publication of the event and also looking for sponsors and media partner.

### **Committee for 14<sup>th</sup> ASIAN WOMEN'S HANDBALL CHAMPIONSHIP (December 2012)**

**Position:** Liaison Officer for Kazakhstan

My duty as the Liaison Officer for Kazakhstan required me to be the spokesperson for the Kazakhstan team. This work involved me in assisting and advising the team, and I had to cope with problems and unexpected situations while taking responsibility for the team's well-being. Some of my responsibilities were managing the team's schedule; attending meetings, practices, and matches together with the team; and also being an interpreter for the team if necessary.

### **Committee for 2013 Pacific Angel Indonesia Medical and Engineering Mission (17<sup>th</sup> - 26<sup>th</sup> April 2013)**

**Position:** Interpreter for United States Air Force

As an Interpreter for United States Air Force, I worked alongside the Air Force and interpreted English into Bahasa and vice versa. I accompanied the Airmen while they renovated an elementary school. They worked together with *Tentara Nasional Indonesia* (TNI) and I assisted them in communicating with the TNI soldiers.

## **ACHIEVEMENTS**

- **PPA Scholarship**  
**Period: 2010-2014**

## PERSONAL

### Languages:

- **Bahasa Indonesia:** Native
- **English:** Very Good  
Internet Based TOEFL Score : 105
- **Javanese :** Very Good

### Skill:

- **Team Work:** achieved through activities which are participated
- **Communication Skill:** achieved through experiences as liaisons officer and also as tutor. Both jobs have given me the opportunity to communicate with people from different background and culture.
- **Computing:** good knowledge of Ms. Excel, Outlook, Power Point, Word, and Visio.
- **Planning/Organizing:** as a Liaison managed a team of handball players and their officials, which included organizing practice and match schedules. Also liaised with liaisons for other team.