**Resume**

**Personal information**

Name : Latifa Noviana

Place/date of Birth : Bekasi/ November 28, 1989

Address : Jl. Perjuangan Penggilingan baru No. 23, Rt. 03/05,Harapan Baru Bekasi Utara.

Sex : Woman

Status : Single

Nationality : Indonesia

Religion : Islam

Phone Number : 085711076636/02188871831

E-mail : Latifanoviana@yahoo.com

**Educational background :**

* 1996 - 2001 Marga Mulya VI Elementary School
* 2001 - 2004 SMPN 4 Bekasi Junior high School
* 2004 - 2007 Mutiara 17 Agustus Senior High School
* 2007 - 2011 Faculty of Letter of Gunadarma University
* 2013 – Now Translation Study of Gunadarma University

**Informal Education :**

* Modern Graduates for all Seminar as a participant
* Cross Cultural Pragmatics Seminar as a participant
* Succesful Teaching and Learning Strategies Seminar as a participant
* Pengenalan dasar Hardware dan Merakit PC Workshop as a participant
* Kiat Menulis Kreatif Seminar as a participant
* LA Lights meet the expert music production workshop as a participant
* Internet for Lingistics and Literature Workshop as a participant
* Journalist day “Investigate Journalism Day 2011” as a participant
* TOEFL Preparation Test as a participant
* TOEFL Prediction Test as a participant and a committee

**Organisation/Extracuriculer Experiences :**

* PMR
* Traditional dance
* Choir
* Volleyball
* BEMF SASTRA

**Job Experiences :**

* LPIA English Course : As a Freelance English Teacher (November 2008–November 2009).
* Gunadarma University : As an English Laboratory Assistant (September 2009 – October 2011)
* Citibank : As a Universal Banker

(February 2012 – February 2013 )

* Cimb Niaga Bank : As a Funding Sales Officer

(March 2013 – June 2013)

* Gunadarma University : As a Freelance Lecturer

(September 2013 – Now)

 Sincerely yours

 (Latifa Noviana)