|  |  |  |
| --- | --- | --- |
|

|  |
| --- |
|  |

  | **Akhmad Rivaldi Endro**Content Writer and Editor Freelance |
| (+62) 087821688360 | rivaldi.endro@gmail.com | 33 years old | BOGOR, Jawa Barat |
| Experience | 9 years |
| Previous | Vice Head MasterSMK TARUNA MANDIRI CIMAHI |
| Education | Muhammadiyah MalangBachelor's, Agriculture/ Forestry (2004) |
| Nationality | Indonesia |

|  |
| --- |
| **Experience** |
| Aug 2010 - Present(4 years 1 month ) | **Content Writer and Editor**Freelance | Jawa Barat, Indonesia |
|   | Monthly Salary | IDR 3.500.000 |
|   | Creating modulesWriting articlesEditing articles such as sport, technology, female, home, bussinesEditing content based actual, SEO and review |
|   |   |   |
| May 2013 - May 2014(1 year ) | **Vice Head Master**SMK TARUNA MANDIRI CIMAHI | Jawa Barat, Indonesia |
|   | Monthly Salary | IDR 5.000.000 |
|   | MengajarMengatur Jadwal PelajaranMengatur Distribusi Jam PelajaranMengatur Guru Untuk MengajarMenyeleksi Guru untuk MengajarMewakili Kepala Sekolah dalam bidang kurikulumMengembangkan Kurikulum Sekolah Menengah kejururan |
|   |   |   |
| Mar 2009 - May 2013(4 years 2 months ) | **Operation Manager**Deal One Inc |
|   | Monthly Salary | IDR 3.000.000 |
|   | Planning Media and promotional exhibitionOrganizing EventEvaluating Marketing activityConsulting 3 party Marketing |
|   |   |   |
| Jun 2007 - May 2013(5 years 11 months ) | **Teacher**SMK Informatika Dan Telekomunikasi Bogor | Jawa Barat, Indonesia |
|   | Monthly Salary | IDR 1.500.000 |
|   | RESPONSIBILITIES:Take the lead role in teaching phisyc and managing evaluation grade activity within an assigned goverment region.Responsibility for the examination process from education.Work closely with the educating person.EXPERIENCES GAINED:Experience in teaching phisycs and instalation software in education field. Experience in education, skilled in use of internet, software applications including PowerPoint, Word. Excellent oral and written communication skills and knowledge of sytem operation and information technology. |
|   |   |   |
| Jun 2006 - May 2013(6 years 11 months ) | **Head of software engineering skills department**SMK Informatika dan Telekomunikasi | Jawa Barat, Indonesia |
|   | Monthly Salary | IDR 2.500.000 |
|   | Department heads the software engineeringManaging Productive teacher placementManage department financesManaging competence of learnersdevelop technology-based curriculumexpertise to evaluate programaccording to their competence to create high quality graduates |
|   |   |   |
| May 2006 - May 2013(7 years ) | **Event Organizer**Kalbe Farma |
|   | Managing Event off air for marketing product Over The Counter KALBE FARMAManaging Sales PromotionManaging Planning Organizing Actuacting and Controling Marketing Program |
|   |   |   |
| Mar 2008 - Mar 2009(11 months ) | **IT**International Islamic Boarding School |
|   | Monthly Salary | IDR 2.500.000 |
|   | Job Task Supporting IT in all Department in IIBSNetwork AdministratorTechnical SupportInternet administratorReporting progress in every month to Principal |
|   |   |   |
| Mar 2006 - May 2006(2 months ) | **Finance and Accounting**Astro |
|   | Monthly Salary | IDR 2.500.000 |
|   | Responsibility:Preparing InvoiceCollecting IncomePresent Monthly Finacial Report |
|   |   |   |
| Jun 2005 - Feb 2006(8 months ) | **Collection**San Miguel |
|   | Monthly Salary | IDR 1.400.000 |
|   | Collecting incomePrepare Invoice Peresent Monthly Financial Report |
|   |   |   |
| Apr 2002 - Aug 2002(4 months ) | **Finance**Cisantri Tea Production |
|   | Monthly Salary | IDR 1.000.000 |
|   | Prepare weekly and monthly financial report |
|   |   |   |
| **Education** |
| 2004 | **Muhammadiyah Malang**Bachelor's Degree in Agriculture/Aquaculture/Forestry | Indonesia |
|   | Major | Social Economic |
|   | CGPA | 2.96/4 |
|   |   |   |
| 2000 | **Muhammadiyah Malang**Associate Degree in Education/Teaching/Training | Indonesia |
|   | Major | English |
|   | CGPA | 3.0/4 |
|   |   |   |
| **Skills** |
| Advanced | Education, word processing and spreadsheet |
| Intermediate | Cost Accounting, Management, Copyediting, Technical Writing, inventor autodesk |
| Basic | Photo Editing (Adobe Photoshop) |
|   |   |   |
| **Languages** |
| *Proficiency level: 0 - Poor, 10 – Excellent* |
| Language | Spoken Written Relevant Certificates |
| Bahasa Indonesia (Primary) |  10 9 - |
| English |  8 8 - |
|   |   |   |
| Jobstreet English Language Assessment (JELA) |
| Date Taken | 14 May 2014 |
| Score | 31/40 |
|   |   |   |
| **Additional Info** |
| Expected Salary | USD 350 |
| Preferred Work Location | Anywhere in Indonesia, Anywhere in Singapore, Anywhere in Malaysia |
| Other Information |   |   |
| CAREER OBJECTIVE:To advance in the field of Quality Finance and Management marketing and sales.HIGHTLIGHTS OF DELIVERED PROJECTSTo present Off Air Event Project Cerebrofort Colouring Contest:1. Target Kindergarten kids.2. Consuling Their Parents about Children's Health3. Place 10 Kindergarten at Bogor City4. Time June-July 2006Result:1. Attendance about 1,000 chlidren at kindergarten school2. Audiance about 500 Parents.WORK EXPERIENCE:2005 Build "Anggrek" ShowRoom at University Of Muhammadiyah Malang2006 - PresentBuild my own organization Called TAHTA Event OrganizerSTRENGTHS:\* Leadership charisma\* Dynamic team player\* Sense of responsibility\* Time management skills\* Dependable\* Energetic\* Creative and resourceful\* Excellent skills in communication and negotiation. |
|   |   |   |
| **About Me** |
| Gender | Male |
| Telephone Number | (+62) 251-8329750 |
| Address | Baranangsiang Indah, C 5 No 4, 16143, BOGOR, Jawa Barat, Indonesia |
|   |   |   |