**Dhia Priyanka Putri**

Jalan Bungur II Gg. HJ. Ridwan No.8

Kebayoran Lama Selatan, Jakarta Selatan

Mobile : 081332286004

e-mail: namtaehyn01@gmail.com

Dear Sir/Madam,

I would like to apply my CV to your company. My name is Dhia Priyanka Putri. I was graduated from SMAN 8 Tangerang Selatan and now I still continue my bachelor degree in Pamulang University – English Literature. I would like to have career to expand my experience.

 I’am 22 years old. I judge my self an energetic woman who has a high self motivated, inspiring, fast learning, energetic, have a good sense of humor, youthful, and AB blood types.

My personality, experience, skill, knowledge and background, enhance my confidence to join with you. It will be honor for me if I could to be a part of your team,

Here with I enclose my Curriculum Vitae, Which I will give details of my qualification. I hope my qualifications and my experience merit your consideration and look forward for your reply.

Sincerely yours,

Dhia Priyanka Putri

**I. Personal Details**

 Name : Dhia Priyanka Putri

 Birthday : Jakarta, May 23, 1992

 Age : 22 years old

 Status : Single

 Address : Jalan Bungur II, Gg. HJ. Ridwan No.8, Kebayoran Lama

 Religion : Moslem

 Mobile : 081332286004

 E-mail : namtaehyn01@gmail.com

 Blog Wordpress : www.bononmana.wordpress.com

**II. Educational Background**

 1998 - 2004 : SDS Tadika Puri Pamulang

 2004 - 2007 : SMPN 3 Pamulang

 2007 - 2010 : SMAN 8 Tangerang Selatan

 2013 - Present : English Literature Pamulang University

 2012 – 2014 : Korean Languange Level 4 ( Korean Culture Center)

**IV. Social Media Accounts**

1. **Admin Happy Nappy Indonesia (https://www.facebook.com/HappyNappyIndonesia)**
	* Periode : June 2014 – November 2014
	* Reply fans comment
	* Make monthly report
2. **Admin Bunda Cermat (**[**https://www.facebook.com/BundaCermat**](https://www.facebook.com/BundaCermat)**)**
	* Periode : June 2014 – November 2014
	* Reply fans comment
	* Make monthly report

**III. Experiences**

1. **Staff Kinokuniya Bookstore | Japanese & Chinese Book Section | November 2010 – October 2013**
	* Order new books and magazine
	* Repeat order books and magazine
	* Display books and magazine
	* Customer Service
2. **Writer Content & Admin Facebook, Twitter, Instagram | Full Time | December 2013 – Present**
	* Manage fanpage client ( Bunda Cermat, Happy Nappy, Uzone Indonesia, Umeetme )
	* Content Writer ( Facebook & Twitter )
	* Build engagement with fans
	* Manage quiz
	* Monthly report/Review insight

**V. Additional Skills**

1. Ms.Word, Ms.Excel, Ms. Power Point.
2. Good in active and passive English.
3. Good in passive Korean.
4. Ability to work in team.
5. Ability to work under pressure.
6. Having A Good Attitude.

**4. Content Writer & Admin Umeetme (**[**https://www.facebook.com/UMeetMeID**](https://www.facebook.com/UMeetMeID)**,** [**https://twitter.com/UMeetMeID**](https://twitter.com/UMeetMeID)**)**

- Content schedule for Facebook and Twitter using Crowdbooster or Tweetdeck

- Reply fans comment

- Build engagement with fans

- Manage quiz in fanpage

- Content writer for Facebook, Twitter and Google+

**5. Content Writer Cap Kaki Tiga (**[**https://www.facebook.com/KakiTigaAsli**](https://www.facebook.com/KakiTigaAsli)**,** [**www.twitter.com/kakitigaasli**](http://www.twitter.com/kakitigaasli) **)**

- Periode: February 2015 - Present

- Content schedule for Facebook and Twitter using Crowdbooster or Tweetdeck

- Content writer for Facebook, Twitter.

**3. Content Writer & Admin Uzone Indonesia (**[**https://www.facebook.com/UzoneIndonesia**](https://www.facebook.com/UzoneIndonesia)**, www.twitter.com/UzoneIndonesia)**

* + Periode : December 2013 – November 2014
	+ Content schedule for Facebook and Twitter using Crowdbooster or Tweetdeck
	+ Reply fans comment
	+ Build engagement with fans
	+ Manage quiz in fanpage
	+ Content writer for Facebook, Twitter and Instagram
	+ Live report and documentation for Uzone Indonesia Roadshow, DIGITAL ICON at Jakarta, Surabaya and Bandung

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