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PERSONAL DETAILS

I am a conscientious, positive and quick-learner person who has great enthusiasm in the field of public speaking and marketing to cope with any task I undertake, or situation I am presented with

HONORS & AWARDS

UPH SCHOLARSHIP IN ENGLISH LANGUAGE & TEACHING (50% SCHOLARSHIP)
PELITA HARAPAN UNIVERSITY | (JAN 2012)

RECOGNITION OF THE 7TH RUNNER UP IN ENGLISH ESSAY WRITING COMPETITION
SMAK BPK PENABUR GADING SERPONG | (JAN 2012)

WORK EXPERIENCE

ADMINISTRATION STAFF (SCHOLARSHIP WORKING BOND) | (SEP 2015 – AUG 2016)
THE JOHANNES OENTORO OF PELITA HARAPAN UNIVERSITY

Managing to do digitization of UPH students' theses by using Adobe Acrobat Pro Extended or Foxit Phantom PDF

PART TIME ENGLISH INSTRUCTOR | (NOV 2015 – JUN 2016)
ALICE LESSONS LANGUAGE CENTER

Teaching and assisting non-English speaking students to achieve advanced English literacy skills

FREELANCE ENGLISH-INDONESIAN TRANSLATOR | (MAR 2016 – JUN 2016)
JAPAN TRAVEL

Translating articles, photo stories, news, etc. about travel and tourism in Japan in English-Indonesian or vice versa

EDUCATION

BACHELOR OF EDUCATION | (2012 – 2015)
PELITA HARAPAN UNIVERSITY

Majoring in English Language & Teaching of Faculty of Education. GPA: 3.67

PERSONAL SKILLS

- COMMUNICATION
- ORGANIZATION
- TEAM PLAYER
- LEADERSHIP
- PROBLEM-SOLVING

PROFESSIONAL SKILLS

- ENGLISH
- INTRA & INTERPERSONAL
- MICROSOFT OFFICE
- TRANSLATION
- ADMINISTRATION