**ADRIAN P. DJOJO**

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**EDUCATION**

**Grover Cleveland High School,** Reseda, California

High School Diploma, graduated June 2010

**Los Angeles Pierce College**

Enrolled September 2010

**Binu Nusantara University**

Ongoing, Information Technology Major, Enrolled September 2012

**EXPERIENCE**

### English First (Education First), Jakarta, Indonesia

*English Teacher (February 2014 – Now)*

* Taught Students of all age fundamentals of the English language

### Snolly’s Frozen Yogurt, Northridge, California

*Front Counter, Kitchen Staff, Customer Service* (September 2009 – October 2010)

* Assisted Manager in preparing the store from opening time by preparing various necessary materials such as cleaning/assembling the yogurt machines, cutting fresh fruits for toppings, and mopping the ground floor.
* Performed various tasks, such as opening and closing register, closing shop, and customer service.
* Overlooked the training of new employees by teaching the proper and specific procedures for the shop, which includes changing dry toppings, mixing the yogurt at designated times, and operation of the touch screen register.

### Knollwood Auto Center, Granada Hills, California

*Part-Time Intern,* (June 2009 – August 2010)

* Analyzed and reviewed Automobiles in need of repair by taking photos of the damage, uploading and creating a file for new customer, and reporting said damages to the analyzer.
* Supervised mechanics working on repairs in the garage.
* Answered up to 30 phone calls a day of customers requesting price checks, complaints, and updates on repairs.

**ACTIVITIES**

**Skills U.S.A.**, Reseda, California

*Club Member* (September 2007 – June 2010)

* Volunteered and managed the NATIONAL HOT ROD ASSOSIATION (NHRA), in which thousands of students came to enjoy, review, and learn about full throttle drag racing.
* Planned and put on special events, with team members, such as a Shaved Ice Cream Stand, Weekly Team Practice Sessions, Holiday Party, End of the Year Banquet, and forth.
* Engaged in weekly team meetings and yearly competitions.
* Earned a GOLD medal in various competitions such as Job interview, CO2 Dragsters, Crime Scene Investigation, and Quiz Bowl

*Volunteer Work* (September 2005 – June 2010)

* Contributed to the “Healed the Bay” program by going to the beach and compiling trash for a cleaner shore.
* Handed out food to homeless people at the local church
* Organized and sorted out books at library (Northridge Library) to be donated to schools in the Philippines in need of studying materials.

*Babysitter* (March 2003 – December 2009)

* Responsible for the well-being of newly born babies and little children while parents were occupied. That includes, preparing meals, making milk, and planning schedules of activities.

**PERSONAL**

Skills- Proficient in Microsoft Word and PowerPoint, Mechanical drafting   
Languages- Fluent in English and proficient in Bahasa Indonesia

Height: 165cm Weight: 60kg