

Date of Birth	: 05/07/1981	Nationality	: Indonesian
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Email Address	: wahyu_otree@yahoo.com	Gender	: Female

My Objective

Prospective career in Multinational Company which has various cultures where my skills would well developed together with the development of the company itself.

Academic

1999-2004:	Brawijaya University, Malang Jawa Timur Bachelor degree in Agriculture majoring Agronomy with GPA 3.14.
1996-1999:	Senior High School 'SMUN 1' Bekasi Timur Graduated from science major (IPA)
1993-1996:	Junior High School 'SMP YPI "45" Bekasi Timur Graduated with score 45.72 (Second Best Graduate)

At work

Sept 2005 -Jan 2006:	PT. KAO Indonesia Chemicals as Import Staff in Purchasing Department This was my work placement year after my graduation. My job responsibilities were to handle all import documents needed. Making PIB (Pemberitahuan Import Barang) and also keep in contact by email and phone with suppliers abroad. This position required knowledge about import procedures, administration and good English to communicate with supplier foreigners.
May 2006 -May 2007:	Risanda Intensive English Course (RIEC) as Academic Staff in Assessment & Development Group Assessment & Development Group was responsible to Assess and Develop the quality of the students. I was responsible in making curriculum, preparing materials for the tests and new classes, proctoring tests, managing test schedule and controlling ongoing classes. In this position needed to work overtime, tight deadline situation, ability to do multitasking jobs and good communication skills. This course mainly for Business English and General English Classes. Our teachers were local and native. Our clients here were Bank International Indonesia (BII), Suzuki, Astra Honda Motor, Jasaraharja, Bakrie Telecom, AXA, PT. DNP Indonesia, China Insurance, PT. Supraco Etc.
May 2007 -Aug 2008:	Freelancer In this period, i took choices to work home base as a freelancer. I did translation for brochures, leaflets and DVD of documentary movies (Translator). I acted as co-writer to write movie script. My senior writer is from Frame Ritz Production House. One of my script was on Sinetron that played in SCTV (Script Writer). In this period i also made a science book for elementary students. My book was distributed for library in all state Elementary Schools all over Indonesia (Book Writer). I also teach English for Elementary Students in National English Course (NEC) (Teacher). For all roles that i did in this period required good English, tight deadline situation management, creative ideas, smart active, eager to learn something new, patient and friendly type of person.

At work(continue)

**Aug 2008
-Feb 2010:**

PT. Siprama Komunindo as Secretary cum Administration

After freelance period, i decided back to office work. This is the place where i going through office work until now. This is a Marketing Communication Company. There are several divisions in it. At first, i was placed as Secretary of Project Manager of Mitra ICI Division. My job description was to handle all secretarial jobs such as answering and making phone call, arranged business travel, making reports, promoter coordinator etc. About one year after, i was taken to be General Affair Staff. I was responsible to help all divisions mainly for translation. Proposals, reports and documents translation. I also ever helped Finance division to input yearly report using MYOB software, HR Division to do interviews, Event Organizer Division to do brainstorming ideas, finding event tagline etc. Since last January, i was taken to be Administration Staff back in Mitra ICI Division. In this position, i was responsible to do administration jobs. My job here is developed my skills in many areas. It needs to be active, hard worker, well-organized, team worker and persuasive.

What do I do in my spare time?

- ☐ I like to read any kind of books especially about personal development, philosophy and novel.
- ☐ I also like to write. I used to write poems, blog, journey notes etc.
- ☐ I love to travel. Lots of destinations in Indonesia already being visited by me.

Additional Information

Organization Experiences :

- ☐ Secretary Redaction of Buletin Ca'pony, Lembaga Pers Mahasiswa (LPM) Canopy Agriculture Faculty of Brawijaya University
- ☐ Exchange Program Department Coordinator of IAAS Indonesia LC Brawijaya University
- ☐ Local Committee Director of IAAS Indonesia LC Brawijaya University
- ☐ Control Council of Local Committee of IAAS Indonesia LC Brawijaya University
- ☐ National Exchange Program Coordinator of IAAS Indonesia
- ☐ Control Council of National Committee of IAAS Indonesia

International Involvement. Chief Indonesian Delegation for International Association of Students in Agricultural and Related Sciences (IAAS) World Congress in Croatia-Italia 2004. The World Congress was attended by delegations of 32 IAAS member countries from Asia, Europe and Africa.

Technical Skills:

- ☐ Computer (MS. Office : Word, Excel, Power Point)
- ☐ Internet
- ☐ English for oral and written

Smart-Active

Interpersonal Skills

Learner

Hard worker

Well-Organised

Friendly

Multitasking

Persuasive

Team worker