

RENA MARLIANA



SUMMARY

Higher-education administrators with freelancing experiences on social media evaluator and annotation project.

Contact Information



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Bandung
West-Java Indonesia

EMPLOYMENT HISTORY

Teleperformance, Customer Service Officer for Telkomsel Company

May 2009 – May 2010

Infomedia Nusantara, Customer Service Officer for Telkomsel and Cititrans Travel Company

May 2010 – January 2013

Respond incoming call from customer to answer questions and inquiries, troubleshoot problems, provide information and handle complaints regarding products and services.

Energy and Environmental Materials Laboratory, ITB, Administration

February 2013 - Now

Perform administrative work related to laboratory activities and education, including updating websites, email correspondence, arranging conferences and seminars, assisting the submission of research proposals, assisting journal and proceedings editorials.

Note: Due to the Covid-19 outbreak, at this moment I am working remote from home with low workload.

FREELANCING HISTORY

April 2020 – November 2020

Performing an online marketing for scientific publication service

September 2020

Working on translation for managerial and finance literature (From English to Indonesian)

September 2021- December 2021

Working on data annotation and labeling project

EDUCATION

2001 – 2007 Padjadjaran University, Majoring History (Bachelor Degree)

LANGUAGES

Native Language: Indonesian

Other Language: English (Advanced)

SKILLS

Microsoft Office (Words, excel, powerpoint), Adobe acrobat, Adobe Illustrator (

- Customer Service skills ●●●●●
- Multitasking skills ●●●●●
- Microsoft Office (Word, Excel, PowerPoint) ●●●●●
- Adobe Acrobat Pro ●●●●●