

DARA SISKA AULIA

FREELANCER

PROFILE

I am a graduate of Telkom University Hospitality in 2023. My abilities from my last work experience are being able to improve the quality of communication, marketing knowledge and also various administrative activities. I am a hard worker and like challenges and new things. My health and mental condition are very healthy. I can work individually or in groups. I easily blend into new environments and can start a conversation. With the explanation I have given, I am sure it can work very well.

CONTACT

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Sadawangi Kec.Lemahsugih

Majalengka, Jawa Barat

ACTIVITIES AND INTERESTS

Data Input

Editing

EXPERIENCE

KPPS (VOLUNTEER-PART TIME)

NOVEMBER 2024-DECEMBER 2024

Be part of the regional head election committee with various administrative duties and also voting

BUSINESS DEVELOPMENT APPRENTICE (REMOTE)

JANUARY 2024-MARCH 2024

Carry out tasks in searching and processing data as reference material in client approaches. This requires data analysis and prospect diagnostic capabilities. Not only that, I also carry out conversations in online meetings and also when approaching clients. Here, I need active communication skills and the ability to process conversations.

KPPS (VOLUNTEER-PART TIME)

JANUARY 2024-FEBRUARY 2024

Responsible for the smooth running of the event as KPPS 4 in charge of filling in the attendance list and playing a role in writing the votes during the counting. In this case, I am required to be skilled at processing data into Excel and careful in filling out the vote tally sheet.

VIRTUAL ASSISTANT (ONLINE INTERNSHIP)

AUGUST 2023-NOVEMBER 2023

I carry out online promotional activities on social media and input data into Excel. I also make contact with prospective customers in recruitment.

WAITER (INTERNSHIP PROGRAM)

JUNE 2022-JANUARY 2023

I managed to develop my skills and add new experiences in the service sector. Responsible for the breakfast section. Assist staff in managing other members. Trusted to handle the cashier's affairs. I can better understand how to serve well and scored a score of 96 points from the Internship Program assessment.

Exploration

Sport

Travel & Adventure

Writing

ORGANIZATION EXPERIENCE

ARTS EXTRACURRICULAR

2014-2020

I actively participate in art activities and in 2017 my team and I successfully entered competitions at the district level and competed with participants from various districts.

OSIS

2018-2019

I was placed in field 6 (Creativity & Business Field) and completed the program that I was handling, namely rearranging the student council room.

PENCAK SILAT

2015-2019

I took part in silat martial arts activities and carried out various other activities with other religious groups in various regions.

KELOMPOK ILMIAH REMAJA (KIR)

2017-2018

In 2017 I managed to become a committee member for my organization's big activity at school, namely "GSKIR 2017" and was successful.

PANITIA 17 AGUSTUS

2016

Participate in being a committee in carrying out August 17 activities in the Village

EDUCATION

DIPLOMA OF HOSPITALITY

TELKOM UNIVERSITY, BUAHBATU BANDUNG
NOVEMBER 2023

SCIENCE CLASS PROGRAM

SMA NEGERI JATINUNGGAL, JATINUNGGAL SUMEDANG
JUNE 2020

KEY SKILLS AND CHARACTERISTICS

Strong interpersonal & communication skills, MS Office, Teamwork, Adaptability, Multitask, Ability to work under pressure