



ASSYFA TASYA RIFAYANTI

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Bandung

Dedicated English Literature fresh graduate with a passion for language and literature. Strong communication skills honed through academic achievements. Seeking opportunities especially in teaching or translating to apply my profound understanding of English language and literature in a dynamic professional setting.

Education Level

Universitas Padjadjaran - Indonesia

Aug 2018 - Aug 2023

Bachelor Degree in English Literature, 3.36/4.00

Work Experiences

KPOP Group Order - Bandung

Aug 2022 - Dec 2022

Admin

- Become a communication bridge between Indonesian client and Korean sellers using both languages.
- Carry out transactions and negotiate with Korean sellers.
- Create buyer recap data neatly and thoroughly using Google Spreadsheet.

Grobbak Korea - Bandung

Mar 2022 - Aug 2022

Shopkeeper

- Serve customers in a friendly manner, answer questions about the menu and provide recommendations based on customer preferences and tastes.
- Cook and serve orders according to company regulations, ensuring that every order made is correct and precise.
- Manage cash transactions, including receiving cash payments or digital payments precisely and accurately.
- Ensure cleanliness and sanitation of work areas, including kitchen areas and serving areas, and comply with established cleanliness and sanitation standards.
- Ensure that every raw material used is fit to serve and carry out raw material purchase transactions when the materials run out.

Organisational Experience

FIBrator Dance Crew - Bandung

Sep 2018 - May 2019

Staff

- Arrange all permits required by the team directly to the faculty dean.
- Responsible for creating and storing properties used for performance.
- Arrange the training schedule and arrival of each team member effectively.

Skills, Achievements & Other Experience

- **Hard Skills:** Microsoft Office (Word, Excel, Power Point, Teams), Google Tools (Spreadsheet, Docs, Form, Drive), Computer Assisted Translation tools (Google Translate Toolkit, OmegaT)
- **Soft Skills:** Effectively convey ideas and concepts, quickly adjust to diverse environments, attention to detail, good time management, work effectively with colleagues, exhibit resourcefulness in addressing challenges, huge passion for learning.
- **Language** 🇮🇩: - Indonesia (Native), English (Advance; ELT Score 553), Korean (Intermediate)
- **Modules Taken** 🇰🇷 (2023): Yonsei University (First Step Korean, Learn to Speak Korean 1), Sungkyunkwan University (Korean Language for Beginners I)