

Erwanda Resti Chaerunnisa

Email: erwandarc@gmail.com

Phone: 085171677988

LinkedIn: Erwanda Resti Chaerunnisa

ABOUT ME

A responsible and loyal hardworking fellow who is able to work in a team on top of working individually. Possesses a good variety of interpersonal skills and is more than eager to explore, experience, and learn new things.

EDUCATION

Universitas Brawijaya

Bachelor of Literature (English Literature) | 2018

Universitas Gadjah Mada

Master of Arts (American Studies) | 2022

SKILLS

As a graduate of English-related majors, I can speak both English (with TOEFL score 593) and Bahasa Indonesia. I am also quite proficient in operating Ms. Word and quite familiar in other basic computer programs like Ms. Excel and Ms. PowerPoint.

WORK EXPERIENCES

Freelance Writer

Gudang Konten | Apr 2018 - Sept 2018

Writing articles on various topics in English which were customized according to the guidelines provided by the writing agency and proofreading said articles for writing errors and plagiarism check.

Sr. Editor

Mindreach Consulting | Apr 2019 - Jan 2020

Coordinating with team's Project Leader for various brand projects, planning and making edit tutorial according to the client's request and guidelines, distributing raw files to editors, and quality checking the edited files.

VOLUNTEERING, EVENT, AND ORGANIZATION EXPERIENCES

Volunteer of Legal, HR & Volunteer ASIAN PARA GAMES 2018

Assisting the LHR&V Division in taking the volunteers' attendance and noting down any problems which arise during the processes.

Coordinator of PDD Division

KRIDA MAHASISWA 2016 & FIB AWARDS 2015

Handling events' content publication, decoration, and documentation and assisting each responsible team in their respective jobdesc in organizing the events.

Vice Coordinator of PDD Division

PKKMABA FIB UB 2016

Assisting the coordinator of PDD in terms of content publication, venue decoration, event documentation, and design; coordinating with other divisions concerned with each matter and communicating it with the coordinator.

Dirjen Internal PSDM

BEM FIB UB 2016

Coordinating staff recruitment process, planning staffs' secretarial duty roster, supervising staffs' performance through monthly reports and quarterly evaluations, and coordinating staff upgrading activities.

Staf Kementerian PSDM

BEM FIB UB 2015

Assisting Dirjen Internal in supervising staffs, participating in the projects carried out by Kementerian PSDM, and other projects from other divisions.