

# GRACE KELLY

Administration



I am a fresh graduate majoring in business administration. I am very happy to interact with many people. I have experience as an administration in a telecommunications company. Hard work, honesty, responsibility, accuracy and professionalism are added values that i can offer to your company to help improve the achievement of company.

Call: 087873816907

E-mail: grace4259@gmail.com

## PERSONAL INFORMATION

Date of birth	09 December 1996
Place of birth	Perdagangan, North Sumatera
Address	Kemang Sari II, Jatibening baru, Bekasi
Gender	Female
Matrrial Status	Singel
Hobby	Dancing, singing, swimming, reading
Height/Weight	159 cm/49 kg

## HARD SKILLS

Microsoft Word	<div style="width: 80%;"></div>
Microsoft Excel	<div style="width: 70%;"></div>
Microsoft Power Point	<div style="width: 85%;"></div>
Canva	<div style="width: 75%;"></div>
Social Media	<div style="width: 80%;"></div>

## WORK EXPERIENCE

- Marketing Support / Sept 2020 – Now  
Podomoro University  
Job Description:
  - Monthly database reports
  - Provide space for meetings
  - Help the marketing team
  - Complement office supplies
- Staff Administration/ March 2019 – December 2019  
PT. Telekomunikasi Indonesia  
Job Description:
  - Make contracts agreements related to products needed by customers.
  - Ensuring that the product has been installed at the customer
  - Check whether the product is used by the customer has expired the contract or not.
- Internship Administration/ May 2017 – December 2017  
PT. Industri Telekomunikasi Indonesia  
Job Description:
  - Analyzing Business Feasibility Studies
  - Data verification
  - Archiving Data

## STRENGTH

Creativity	<div style="width: 80%;"></div>
Communicative	<div style="width: 75%;"></div>
Time Management	<div style="width: 85%;"></div>
TeamWork	<div style="width: 80%;"></div>
Leadership	<div style="width: 70%;"></div>

## COMMUNICATION

Indonesian	<div style="width: 90%;"></div>
English	<div style="width: 75%;"></div>
Korean	<div style="width: 30%;"></div>

## EDUCATION

2014-2018	Bachelor Degree Business Administration Telkom University GPA: 2.91/4.00
2011-2014	High School SMA Swasta RK Bintang Timur IPS

## ORGANIZATION EXPERIENCE

2015-2016	Event Staff Keluarga Mahasiswa Katholik
2015-2016	Fundraising & Business Staff Unit Seni Budaya Sumatera Utara
2016-2017	Head of the event division Keluarga Mahasiswa Katholik
2016-2017	Head of the fundraising&business division Unit Seni Budaya Sumatera Utara
2017-2018	Secretary Unit Seni Budaya Sumatera Utara