

[Faditha Shafira Zahra]

Jakarta, Indonesia, 11450 | +62-821-6896-7993 | fadhitashafira123@gmail.com
linkedin.com/in/faditha-shafira/

PROFILE SUMMARY

Cheerful and detail-oriented with a strong determination to achieve extraordinary results and the ability to work in fast-paced business environments. Skilled at creating campaigns on social media, managing blogs, and producing content for social media, good problem-solving skills, and good teamwork or work individually. Faditha is currently looking for creating some magic in this crazy world and now still craving some more challenges.

EDUCATION

University of Harapan Medan (2015-2019)

Bachelor Degree of English Literature – GPA: 3,07

Al Ulum Intergrated Islamic High School (2012-2015)

Major Science

EXPERIENCES

Work

Freelance Writer | Aug 2020 – Present

- Write marketing copy for a variety of placements including social media, website, blog, promotions of product descriptions, and other internal documents.
- Create and manage social media platforms to increase the visibility of the brand.
- Proofread and line edit all content on their website through their standard to identify grammatical, factual, and stylistic errors.

Organization

Secretary in BEM University of Harapan Medan | 2016 – 2019

- Manage the agenda and arrange meetings
- Preparing reports of the organization activities for annual year.
- Reporting the activities of the organization and future programs to members, the press and the public
- Prepare and manages correspondence and documents.

Public Relations in BEM University of Harapan Medan | 2015 – 2016

- Build and maintain a relationship with relevant stakeholders
- Managing and updating information and engaging with users on social media sites such as Instagram.
- Sourcing and managing sponsorship opportunities

Public Relations in OSIS Al Ulum Terpadu Medan | 2014 - 2015

- Build and maintain a relationship with relevant stakeholders
- Organizing events including exhibitions, open days until sold tickets.

Committee and Volunteer Activities

- Volunteer at Extraordinary School Taman Pendidikan Islam Medan | July 2019
 - Public Relations and Multimedia in English Festival of University of Harapan Medan | April 2018
 - Public Relations in National Seminar "Life Mastery" | March 2018
 - Secretary in National Seminar "Empowering HR to support MEA, Tourism, and Industries" | February 2017
 - Media Visit at TVRI and Analisa Newspaper | May 2016
-

PROFESSIONAL SKILLS

- Leadership
 - Communication Skills
 - Attention to Detail and Accuracy
 - Time Management Skill
 - Organizational Skill
 - Creative Thinking
 - Administrative Skills (Filing/Paper Management, Typing Skill)
 - Canva Editing Skill
 - Microsoft Office
 - Professional Writing Skill
 - Basic Writing Skill (Grammar, Punctuation, Spelling, Revising, Proofreading)
-

CERTIFICATE

- Self Development Program - John Robert Powers | July 2011
- Content Writing by Henry Harvin Education - Udemey | July 2020
- EFSET English Certificate B1 Intermediate - EF Standart English Test | August 2020