

VIVIAN RUTH MYRANDA

(+62) 813 1271 6978

vivianruthmyranda@gmail.com

LinkedIn: Vivian Ruth Myranda

Personal Website: <https://vivianruthmyranda.journoportfolio.com/>



SUMMARY

An English graduate with experience in customer advisory, business and marketing, public service, and book-writing; proven by working experience as a service executive, entrepreneur, and self-published a book about inclusive-living for people with disabilities.

Deft and deep thinking, with a strong dedication in time management and executing administrative skills. Excel in working in teams and individually.

EDUCATION EXPERIENCE

Politeknik Negeri Bandung

Bandung, Indonesia

- Major: Diploma III English for Business, *Graduated with Honours* 2017 - 2020
- GPA: 3.79 / 4.00

Achievements:

- International Inbound Mobility Program by TVET, Malaysia: Student Delegation
- Self-published a book on a person with disabilities,
- ‘Mahasiswa Berprestasi Akademik’ of Politeknik Negeri Bandung 2017/2018 and 2018/2019

Appreciations:

- High School Debate Competition held by POLBAN: Adjudicator
- Industrial Research Workshop: Speaker
- System Functional Linguistics Workshop: Speaker

Organizational Experience

Majelis Permusyawaratan Himpunan - *Head of Aspiration and Advocation*

- Responsible for undergoing legal and political practical through aspiration compilation with certain approaches, research, and strategic initiation to influence stakeholders in the department in policy making.
- Successfully helped students and the department meet needs regarding facilities and teaching system.

Peer Counselor - Member

- Responsible for assisting students in Politeknik Negeri Bandung in overcoming personal obstacles by following certain rules, applying problem-solving skills through active listening. Selected strictly by *Bimbingan Konseling dan Pendampingan* Politeknik Negeri Bandung and therefore reported directly to it regarding and with the consent of counselees.
- Studied Graphology with the aim to study one's personality traits.

WORK EXPERIENCE

United Overseas Bank (UOB) – Bandung

Relationship Manager Program Associate – Service Executive

January 2021 – Present

- Responsible as a customer service officer with strong attention to details and administrative skills,
- Making End-of-Month transaction report on Safe Deposit Box facilities including tax invoice inputs,
- Managing and ensuring updated database of customers,
- Conducting cross-selling on banking products to in-branch customers.
- Currently one of the selected nominees for The Best Trainee (to be contested) of UOB Indonesia.

Kementerian ESDM: Pusat Penelitian dan Pengembangan Teknologi Mineral dan Batubara – Bandung

Affiliation and Information Intern

July 2020 – September 2020

Intern placed in Affiliation and Information of Publication Subfield with job descriptions as follows:

- Translating legal documents as a requirement for United Nations Development Programme (UNDP)'s Bidding Program,
- Writing book resumes,
- Revising presentation materials for the company's website.
- Manage database and administration of delegacies from other cooperating companies.

Self-Employed

"Basreng si Buleud"

March 2021 – Present

Resell crispy Sundanese snack, *Basreng*, taken from firsthand supplier.

Freelance Translator and Proofreader

August 2020 – January 2021

Journal and Thesis Report proofreader and translator. Clients were students of POLBAN and UNPAR.

UPT Bahasa Politeknik Negeri Bandung

Contract Tutor

July 2018

- One-month contract tutor of English subject, with a particular focus on practical English covering English presentation, grammar, and reading comprehension in order to prepare students for TOEIC test as a requirement of graduation.

SKILLS

Language:

English – Professional Proficiency – TOEIC Score: 915/990

Bahasa Indonesia – Native.

Certified Activities:

Analisa Laporan Keuangan held by Indonesian Bankers Club (IBC)
Adjudicator of High-School Debate Competition in Annual English Competition held by POLBAN
Committee of Writing and Debate Competition in Annual English Competition held by POLBAN
Public Speaking using NLP Technique Course
Event Organizing Trainee: MICE, Character Building, and Hospitality
Final Project Examination Program Organizer
Extensive Reading Workshop by Maranatha Christian University

Software Skills:

Certified Microsoft Office Specialist – Ms Word, Ms Excel, Ms PowerPoint,
MondayCom, MovieMaker, Basic Photoshop

Soft Skills & Abilities:

Administration, Time Management, People Management, Quick-learning, Critical Thinking, Data-Driven Problem Solver, Decision Making.

