

NAJMAH

JEMAANDRSN@GMAIL.COM - 089666128822 - WONOCOLO, SURABAYA 60237



linkedin.com/in/NajmahBawazier



najmstr

PROFILE

A recent college graduate with a degree in English Literature. Currently looking for a full-time job or internship to gain new experience. Loves to read, write, and learn. Have been managing several projects and write related to writing articles. Able to work in a team and individually. Currently developing skills on computer and technology.

EXPERIENCE

COMPUTER OPERATOR, CAFE INTERNET (PART-TIME)

July 2021 - NOW

Responsible for managing client's need on printing, writing document, editing document and photo.

PRIVATE TEACHER, FREELANCE

March 2021 - NOW

Responsible for analyzing and designing a study plan for elementary students privately. Also, I'm responsible for maintaining student's score regularly.

CONTENT WRITER, BEKERJA.ID (INTERNSHIP)

January 2021 - February 2021

Responsible for creating creative and fresh articles weekly. Also, I'm responsible for handling Bekerja.id's Instagram feeds.

TRANSLATOR, FREELANCE

October 2020 - NOW

Responsible for translating documents (articles, abstracts, journals, and speeches) from English to Indonesian and vice versa.

CERTIFICATE

- REVOU Mini Course: Introduction to Digital Marketing (Feb 2021)
- Dicoding - Belajar Dasar Visualisasi Data (January 2021)

EDUCATION

2017 - 2021

ENGLISH LITERATURE, UIN SUNAN AMPEL
SURABAYA

2017

SOCIAL SCIENCE, SMA N 1 TEGAL

ORGANIZATION

October 2020

VOLUNTEER, HELPING HAND
INTERNATIONAL

As a social media campaigner

January 2020

VOLUNTEER, YUK BELAJAR
SURABAYA

Responsible for finding media partners and sponsors and maintaining the presence of the previous participant.

November 2019

VOLUNTEER, YUK BELAJAR
MOJOKERTO

Responsible for supervising the participant and making a report.

SKILLS

- Ms. Word (Advanced)
- Ms. Power Point (Advanced)
- Ms. Excell (Medium)
- English (Verbal & Writing)
- Presentation (presenting, layouting)
- Writing / Copywriting
- Team & project management