

# Dewi Sekar Astri

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## About me

A self-motivated individual to constantly develop my skill and grow professionally. I have passionate about content writing and am interested in the digital marketing. I have experience in creating script content, make a storyline and managing personal blog. eager to learn all new things to develop skills.

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## Skills

- Content Writing
  - Script Writing
  - Copywriting
  - SEO
  - Microsoft Office (Word, Excel, PowerPoint)
  - Office Administration (Correspondence, Archive, Make a report, etc)
  - Communication
  - Social Media
  - Team Work
  - Time Management
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## Work Experience

### **Ngerangkum.com – Indonesia**

*Part time Content Writer* (June 2021 – Present)

- Create concept for content
- Brainstorm with the team on new content ideas
- Research keywords for SEO
- Write articles with SEO friendly

### **Digito – Indonesia**

*Freelance Script Writer* (March 2021 – Present)

- Write script content
- Make a storyline

### **Balai Pemasarakatan (BAPAS) I Cirebon – Cirebon, Jawa Barat**

*Administration Staff* (May – Oct 2019)

- Create outgoing mail
  - Make a report on the results of community research
  - Receive, schedule, distribute incomingmail
  - Inputting client data on a database system
  - Archive documents using alphabetical systems and regions
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## Education

### **Mercu Buana Yogyakarta University (2020 – Present)**

*Communication - IP 3,51*

## **SMK Negeri 1 Kedawung (2017 – 2020)**

### *Office Administration*

- Graduate with satisfactory grade
  - Became class secretary for 3 years
  - Became a division of organizations and events in scout organizations
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## **Online Course**

- September 2020 – Copywriting
  - November 2020 – Digital Marketing
  - January 2021 – Storytelling techniques and creative writing
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