

# Mira Mustika Khoirunisa

Sidoarjo, East Java

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## OBJECTIVE

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I am a graduate student looking for opportunities in content writing, hospitality service, and journalism with a background in English language and literature.

## EDUCATION

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### 2018 - 2022 | Universitas Negeri Surabaya

Bachelor of English Language and Literature

- Supervised by Mamik Tri Wedawati, S.S., M.Pd. under the Faculty of Language and Arts
- GPA 3.75

### 2015 - 2018 | SMA Muhammadiyah 2 Sidoarjo

Mathematics and Natural Science (MIPA)

- Puteri SMAMDA 2017

## EXPERIENCE

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### Pretty Well.Co

Voice Over Talent | May 2021 - Present

- Lend voice for product commercials
- Determine narrative tone depending on the project
- Obtain instructions for voice quality, tone, and speed
- Check the quality of the lent voice in order to determine the retake need
- Edit the script to make it easier to articulate

### Qianna Komunika

Content Writer (Intern) | September 2021 - November 2021

- Composing creative ideas for company social media (Instagram and TikTok) content
- Helped to increase the company's Instagram Engagement Rate by 1.68%
- Organized writing schedules to complete drafts of content or finished projects within deadlines
- Produced well-researched content for publication online

### Lexeme Beauty

Online Shop Admin | July, 2020 - October 2021

- Managed the product catalog on e-commerce
- Helped to maintain the shop's social media, updating as and when necessary
- Created exciting content for the shop's social media
- Pick, pack and despatch goods
- Handled complaints (e.g. broken goods, late deliveries, etc.)

## CERTIFICATION

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### Receptionist

Badan Nasional Sertifikasi Profesi (BNSP) 2021-2024

## SKILLS:

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- Microsoft Office
- Creative writing
- Voice Over
- Hospitality Service