



# NISA NURLATIFAH

## SUMMARY

I am Nisa Nurlatifah, a student of Indonesian Language and Literature Education, Universitas Indraprasta PGRI. Has to experience as a teacher at the Rumah Belajar Juara for 1 year. Very interested in the creative world and writing.

Jl. Masjid, Bekasi, 17421, Indonesia,  
0895340668227/08569717207 (WhatsApp),  
nisanurlatifah24@gmail.com

## EMPLOYMENT HISTORY

### ***Tutor, Rumah Belajar Juara***

FEB 2020 - PRESENT

- Contribute fully to teaching and learning activities > 10 students every day
- Helping students' achievement in learning, by growing students' full motivation to learn to support learning activities at school.

### ***Administration Internship, PT. Asuransi Umum Bumiputera Muda 1967***

AUG 2016 - NOV 2016

Contribute to assisting the administration such as making reminder letters for premium payments, as well as insurance, offer proposals > 5 documents every day

## EDUCATION

### ***Universitas Indraprasta PGRI***

SEP 2018 - PRESENT

Majors, Indonesian Language and Literature Education

## SKILLS

- Microsoft Office
- Communicaton Skill
- Copy writing
- Content Writing
- Creative Writing
- Editing

## ORGANIZATION

### ***Member Of Editorial Division Of LPM Progres***

NOV 2019 - MAR 2020

Contribute to determining issues > 5 topics and editorial news articles to be uploaded on the LPM Progres website

### ***Secretary General of OSIS SMK Negeri 9 Kota Bekasi***

SEP 2015 - NOV 2017

Successfully implementing a good administrative system and being able to organize document management > 5 student council activities efficiently

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| <div>ACTIVITY EXPERIENCE</div> | <div> Author "Prahara-19", Team Class Of R6B Universitas Indraprasta PGRI </div> <div> MAR 2021 - JUL 2021 </div> <div> Contribute and succeed in the class team in fulfilling the assignments for creative writing courses, making a collection of drama textbooks with the title "Prahara-19" </div> | <div> Editor and Author "Candramawa Asmara", Team Class Of R6B Universitas Indraprasta PGRI </div> <div> SEP 2019 - DEC 2019 </div> <div> Contributing to editing and writing and being successful in the class team in fulfilling writing course assignments, making a collection of poetry books with the title "Candramawa Asmara" </div> |
| <div>COURSES</div>             | <div> Literasi Digital, Siber Kreasi Kominfo </div> <div> JUN 2021 - JUN 2021 </div>   | <div> Penggunaan KBBI dalam Literasi Pendidikan, Badan Bahasa </div> <div> MAR 2019 - MAR 2019 </div>  |