



Annisa Putri Yunita

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About Me

I am a graduate of the English Department (GPA: 3,8).

I am an articulate, confident person who relishes challenges and works under pressure. My greatest strengths are my research, and writing skills. I am able to work well both in a team environment as well as using own initiative.

Education

Bachelor of Arts in English Literature

Udayana University
2017-2021

- Coordinator of Design, Decoration, and Documentation in National Seminar of English Department 2018.
- A committee in Competition and Charity of English Department 2018.

Certification & Volunteer Work

Volunteer Subtitle Translator

TED Translators (Feb 2022 - Present)

- Translating subtitles from English to Indonesian in various fields.

The Copywriting Course

Udemy (June 2022)

- Online course covered how to write effective sales copy and grow a business.

Brand Marketing Strategy Course

MySkill (July 2022)

- Online course covered brand communication strategy, and others.

Skills and Proficiencies

Marketing Administrative

PT Timedoor Indonesia (July 2022 - July 2023)

- Created a database of customer records that improved customer relations and increased customer satisfaction
- Conducted market research and identified new business opportunities
- Analyzed marketing data to identify trends and develop insights that informed future marketing decisions

News Writer - Internship

Pigeon Week (Feb-March 2022)

- Writing and proofreading articles.
- Day-to-day administrative tasks.

Sales Support Officer - Internship

Jalak Kargo Logistik (Sep 2021)

- Answering incoming telephone calls with professional and knowledgeable responses.
- Providing product and service information.

Liaison Officer - Freelance

Ministry of Marine Affairs and Fisheries
(October 2018)

- Drafting meeting agendas and executed follow-up for meetings and team conferences.
- Managing the receptionist area, greeting visitors, and responding to in-person requests for information.

Skills

- Language skills: Indonesian (Fluent) & English (Advance)
- Microsoft Office (Word, Excel, and PowerPoint)
- News writing, copywriting and proofreading