

Contact

atimanimatulmaghfiroh@gmail.com

www.linkedin.com/in/atimanm
(LinkedIn)

Skills

Creative Writing

Search Engine Optimization (SEO)

WordPress

Languages

English (Limited Working)

Japanese (Elementary)

Korean (Elementary)

Indonesian (Professional Working)

Javanese (Native or Bilingual)

Mandarin (Elementary)

Certifications

UX Design: Digital Product Development

Microsoft Office Desktop Application

English Preparation Test

SEO Foundations

Publications

Bunga Rampai "Pariwisata dan Budaya"

Journalist + editor

Journalist

Atur Lagi Waktu Efektif (Citizen Reporter Surya)

Atima Ni'matul Maghfiroh

SEO Writer at kumparan

East Java, Indonesia

About

Experienced in writing, research, administration, personal assisting, and data entry. Have an enthusiasm to work, especially in digital marketing. Also a generalist who is inquisitive, adaptive, and fast learners.

Experiences

kumparan

SEO Writer

October 2021 - Present

Jakarta (WFH)

- Writing 3 in-depth articles (consisting of 850-1000 words each article) about health and education-related topic, also writing 7 articles (consisting of 400+ words each article) about techno and business with specified keywords in a day
- Conducting research based on various media and studies
- Create articles in the editorial accounts
- Optimizing each new article according to the SEO standards
- Optimizing about 4 published articles to increase the website's traffic

Department of Anthropology, University of Brawijaya

Assistant to Head of Study Program

July 2020 - June 2022

Malang, East Java, Indonesia

- List and recapitulated final year student's process of doing their undergraduate thesis and updated their tracer study
- Arranged job description detail for student internship (KKN-Magang) at Unit Jaminan Mutu (UJM) of Anthropology Department
- Prepared lecturer's technical needs, such as meeting materials, edited teaching plans (RPS), and curriculum draft
- Translated documents into learning materials

- Transcribed audio-visual as secondary data into a descriptive review for additional research information
- Edited research progress report and arranged logbook
- Made poster announcements related to the Anthropology Department's activities
- Prepared lecturers' meeting schedule
- Assisted in set questions also marks students' assignments and tests

Book Editor

January 2021 - February 2021

Malang, East Java, Indonesia

- Edited book entitled "Aspek Sosiokultural dalam Studi Demografi Kampung Kota di Indonesia"
- Edited 10 journal articles based on Indonesian Standard (PUEBI)

Rankpillar

Freelance Content Writer

September 2021 - December 2021

Jakarta (Remote)

Made 3-6 requested articles according to client's brief in specified deadlines.

*Clients I've worked with: Warranty Smart Indonesia, Blibli, Traveloka

Bizindo.com - Indonesia Company Registration, Permits, Visa, Market Entry, Sales & Distribution

Content Writer

July 2021 - September 2021

Jakarta Raya, Indonesia (WFH)

- Made content's plan, research, wrote, edited, and published 5-6 English articles/news based on SEO each day including weekends on Expat Life's website
- Interviewed ex-pats who live in Indonesia
- Managed all Expat Life's social media (LinkedIn, Facebook, Twitter, and Instagram)

The Hashmi Group

Junior Associate Intern

June 2021 - July 2021

(Remote)

- Collected 100 company's email addresses each day
- Supervised new interns about entry data's role

Bootsol.com
Content Writer Intern
May 2021 - July 2021
Jakarta Raya, Indonesia
(Remote)

Coordinating with team to research topics, wrote, edit and publish the article about travel tips and information based on SEO standards at traveladdict's website

LOKAL
Contributing Writer
March 2021 - May 2021
Palembang, Sumatera Selatan, Indonesia

Coordinating with team to research topics and wrote the article about career tips based on SEO standards

thebalinews.com
Journalist Intern
January 2021 - March 2021
Bali, Indonesia

Coordinating with team to research topics, wrote, and publish news that happened in Bali

RuangHR.co.id
Editor
October 2020 - November 2020
East Java, Indonesia

Edited articles based on SEO standards and published the articles on RuangHR.co.id website

Journalist Intern
August 2020 - November 2020

- Research topic and made 3-4 articles in a week related to Human Resource (HR) and career development content
- Edited articles based on SEO standard and published the articles on RuangHR.co.id's website

Achievement:

- One of my published articles reach 500++ readers within a month

Department of Anthropology, University of Brawijaya

Book Editor

November 2019 - December 2019

Malang, East Java, Indonesia

- Edited book entitled "Aspek Sosiokultural dalam Studi Demografi Kampung Kota: Studi Kasus Kampung Putih dan Kampung Biru Kota Malang"
- Edited 10 journal articles based on Indonesian Standard (PUEBI)

Research Assistant

August 2019 - October 2019

Malang, East Java, Indonesia

- Planned and prepared proposals before did the field research
- Take short-term surveys to ensure accommodation during research
- Did research for a month, such as collecting data by interviewing, observing, and take documentary data from informants
- Processed data, such as transcribing, coding, make a daily report, and serving data in the form of qualitative analysis and become academic journal

Universitas of Brawijaya

Reporting Officer of Unit Jaminan Mutu (UJM)

October 2018 - May 2019

Malang, East Java, Indonesia

- Collected daily reports of student activities for two semesters, such as attending the lecture and ensure the lecture's medium and infrastructure are going well
- Recapitulate daily learning activities into a form of monthly report. Those report made for being an evaluating substance to upgrade the quality of lecture, both in curriculum and infrastructure at Faculty of Cultural Studies, especially in Anthropology Department

Education

University of Brawijaya

Bachelor's degree, Anthropology (Social Science/S.Sos.) ·

(September 2016 - June 2020)

SMA Negeri 1 Purwosari

High School, Language and Culture · (July 2013 - May 2016)