

[Maghfira Farhana]

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About Me

My name is Maghfira Farhana, bachelor's degree in Communication Science from Paramadina University. I have 6 months of experience as a Freelance Content Writer and 4 months of experience as a Reporter and Social Media Internship. I am interested in a career in the creative division, digital marketing as a content writer, copywriter, scriptwriter, and social. I am a person who is creative, able to adapt quickly, highly committed, detail-oriented, and can work well as part of a team, and on my own as well.

Skills

- Microsoft Office
- Canva
- Photoshop
- Google Workspace
- Audacity
- Copywriting
- Content Writing
- Storytelling
- Communicating

Work Experiences

Content Writer Freelancer

(October 2022 -Present)

- Able to create 2 articles a day with 500 – 700 words.
- Get an average of 50 readers per published article
- Do some research to be put in articles so that the data and the information can be trusted by the readers.

PT SUCOFINDO (Persero) – Head Office, South Jakarta

Administration Officer (February 2019 – February 2021)

- Responsible to make administrative needs of 20+ employees of Corporate Secretary Division such as Letters of Assignment, Task Reports, *Surat Perintah Perjalanan Dinas*, *Surat Masuk*, *Surat Keluar*, *booking the meeting room*, office property lease extensions, archiving all documents from hardcopy to softcopy.
- Become a Master of Ceremony (MC) for the company's internal events 2-4 times a month.

GLITZMEDIA.CO – Kemang, South Jakarta

Reporter and Social Media Internship (July 2017 - October 2017)

- Able to create 4 in-depth articles with 300-500 words.
- Selecting photos that relate to articles in freepik.com, pixabay.com, and the other official platform.
- Write and post 3 Facebook content 3 times a day.
- Attend brand invitations such as launching new products, music concerts, and film premieres to be written as an article.

Education Background

Paramadina University (2014 – 2018)

Bachelor's Degree in Communication Science (Creative Advertising) – GPA 3,62

- Vice Chairman of Paramadina Choir (2016)
- Head of Public Relations Division of Paramadina Social Care (2017)

Training

Humas dan Protokoler (2019) - MarkShare