



Astari Syahputri Anaf

25 years old | Bogor, West Java | 085159611975 | astarianaf@gmail.com | astari-anaf.portfolial.com

A recent Bachelor of Archaeology graduate from Universitas Gadjah Mada, with practical experience in museum work and public archaeology. Previously worked in a managerial role in the F&B industry. Skilled in analytical thinking, effective communication, teamwork, and both academic and creative writing. An energetic individual with a strong sense of accountability and meticulous attention to detail.

WORK EXPERIENCE

Apr. 2024–Apr. 2025	Floor Manager PT Pesta Pora Abadi (Mie Gacoan Pati) <ul style="list-style-type: none">Supervised floor operations to maintain company standards for quality, service, and cleanliness.Led a team of 50 staff, arranging schedules and delegating tasks.Resolved customer complaints and inquiries to ensure a positive dining experience.Managed store administration, cash opname, and stock opname for accurate records and accountability.
30 Nov. 2023–1 Dec. 2023	Field Assistant Balai Pelestarian Kebudayaan Wilayah IX <ul style="list-style-type: none">Assisted in excavation activities at Batutulis Inscription Site, Bogor.
Jul. 2022–Aug. 2022	Internship National Archives of the Republic of Indonesia <ul style="list-style-type: none">Organized and cataloged over 800 colonial agenda archives, creating a searchable database for easy staff access.Assisted in the restoration and preservation of textual and map archives with meticulous attention to detail.
Oct. 2021–Nov. 2021	Internship (collection registration) National Museum of Indonesia <ul style="list-style-type: none">Organized and cataloged over 1000 ethnographic collections in the museum database.Documented collection transfers and updated digital archive records.

EDUCATION

2018–2024	Bachelor of Archaeology Universitas Gadjah Mada, Yogyakarta GPA: 3.57 out of 4.00 Focused on cultural heritage conservation, resulting an undergraduate thesis titled <i>Damage Identification of the Ancient Qur'an of Al-Mustofa Mosque, Bogor and Its Conservation Treatment.</i>
-----------	---

TRAINING AND CERTIFICATION

May 2025–Jun. 2025	Microsoft Excel Bootcamp by Harisenin
29 Nov. 2022	Curatorial Workshop "Organization and Writing of Museum Collection Information" by Museum of the Asian-African Conference, Bandung
2 Nov. 2022–4 Nov. 2022	Museum Object Research Training through the Significance Method by the Department of Archaeology, UGM
9 Sep. 2022–17 Sep. 2022	Conservation Planning of Indonesian Wooden Building Workshop by the Department of Archaeology, UGM
16 Sep. 2021–18 Sep. 2021	Excavation Training by the Department of Archaeology, UGM in Plaosan Lor Temple, Klaten

ORGANIZATIONAL EXPERIENCE

Mar. 2019–Feb. 2020	Staff of the Research, Reasoning, and Community Service Division HIMA UGM
Oct. 2018–Dec. 2019	Visitation Coordinator of the Public Relations and Networking Division LEM FIB UGM
Oct. 2018–Feb. 2019	Secretary Abhiseka Arkeologi

VOLUNTEER EXPERIENCE

Jul. 2024–Present	Tutor and Module Developer Gerakan Suka Baca Community
Oct. 2022	Educator Fort Vredeburg Museum, Yogyakarta

SKILLS

• English	: TOEFL Prediction Test (Score: 600)
• Microsoft Office	: Word, PowerPoint, Outlook, Excel, Teams.
• Google Workspace	: Docs, Form, Drive, Slides, Sheets, Looker Studio.
• Adobe Photoshop	