



# 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	<b>Floor Manager</b>   PT Pesta Pora Abadi (Mie Gacoan Pati) • 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	<b>Field Assistant</b>   Balai Pelestarian Kebudayaan Wilayah IX • Assisted in excavation activities at Batutulis Inscription Site, Bogor.
Jul. 2022–Aug. 2022	<b>Internship</b>   National Archives of the Republic of Indonesia • 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	<b>Internship</b> (collection registration)   National Museum of Indonesia • Organized and cataloged over 1000 ethnographic collections in the museum database. • Documented collection transfers and updated digital archive records.

## EDUCATION

2018–2024	<b>Bachelor of Archaeology</b>   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> .
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## TRAINING AND CERTIFICATION

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

## ORGANIZATIONAL EXPERIENCE

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

## VOLUNTEER EXPERIENCE

Jul. 2024–Present	<b>Tutor and Module Developer</b> Gerakan Suka Baca Community
Oct. 2022	<b>Educator</b> 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	