

Curriculum Vitae

Personal Statement

Dara Nabila Dianti

Date of Birth : June 11th 1997
Home Address : Jl. Jeruk Manis Raya No. 10 Duri Kepa Kebon
Jeruk Jakarta Barat
Place of Birth : Jakarta
Gender : Female
Religion : Islam
Civil Status : Student
Phone Number : 0812 8581 6633
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Educational Background

- Elementary School :
Graduated at SDI Al – Chasanah, Jakarta (2003-2009).
- Junior High School :
Graduated at SMAN 89, Jakarta (2009 - 2012).
- Senior High School :
Graduated at SMAN 65, Jakarta. (2012-2015)
- University :
English Literature at Universitas Negeri Jakarta, East Jakarta (2015-present)

Work Experience

- July 2018 – September 2018 Intern Interpol Indonesia

Main duties performed:

- Translating Document Indonesia English/ English - Indonesia
- Doing a voiceover for e-filing CMS Divhubinter Polri tutorial
- Taking notes in a division meeting
- Answering and Making Calls in English to Abroad Office

- September 2019 – present English Teacher Private Tutor

Main duties performed:

Universitas Negeri Jakarta, Jl. Rawamangun Muka RT.11 / RW.14, Rawamangun,
Jakarta Timur 13220 Telp. (021) 489 8486

- Teaching English for Junior High School and Senior High School student

Strengths and Skills

Strengths : Loyal, attention to details, responsible
Technical : Writing, project management
Interpersonal : Team-working, decision making,
Others : Able to operate Ms. Office

Hobby and Interest

1. Writing
2. Listening to the Music

Certifications

1. Participant of Divhubinter Polri Internship 2018
2. Participant of Character Building Seminar in Young Entrepreneur Festival UNBRAW 2019
3. Participant of Entrepreneurship Seminar in Young Entrepreneur Festival UNBRAW 2019
4. Participant of Public Speaking Seminar in Young Entrepreneur Festival UNBRAW 2019