

# DEDE IJANG SUTARYAT

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<https://dedeijang25.github.io/DedeIjang.github.io/>

## ABOUT ME

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Experienced waiter with a strong emphasis on service quality gained through employment at Tea Garden Resort. I have also completed an internship at the Cicadas Sagalaherang Village Office, where I was actively involved in government administration and provided support for COVID-19 vaccination efforts. A graduate of Nurul Huda Sagalaherang Vocational School, I specialized in frontend development and possess proficiency in Microsoft Office. I am committed to pursuing a successful career as a programmer, particularly in the field of Microsoft Excel. My career interests lie in Frontend Programming and Administration.

## Professional Experience

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### Waiter | Seasonal

**Tea Garden Resort, Subang | Java West June 2023 - Present**

- Provided exceptional customer service by ensuring high standards of service quality.
- Collaborated with the team to maintain a clean and welcoming dining environment.
- Accurately and efficiently took and placed orders to ensure customer satisfaction.
- Handled customer inquiries and complaints promptly and professionally.

### Intern - Administration

**Cicadas Sagalaherang Village Office, October 2021 - December 2021**

- Actively participated in various administrative tasks, including document management and record keeping.
- Assisted in organizing and supporting COVID-19 vaccination campaigns, contributing to community health initiatives.
- Collaborated with team members to streamline office processes and improve efficiency.

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## EDUCATION

**SMK Nurul Huda Sagalaherang | July 2020 - May 2023**

**Computer and Network Engineering**

## SKILLS

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- Microsoft Office
- Google Workspace
- Adaptability
- Team Management

## CERTIFICATE

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**Microsoft Azure AI Fundamentals**