

# TANTO EDI TRIYONO

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Cilacap, Jawa Tengah, 53271

## About Me

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Graduated from Ahmad Dahlan University majoring Management. gaining experiences from one of the biggest Sentul Waterpark has made her be a **creative** and **critical** person. I am highly motivated about teaching. Also, I am undoubtedly very **discipline**, **responsible** and **conscientious** in everything that I do. interested in partnership, customer service, strategic planning and implementation. to enhance my skills and bring production impact through it.

## Skills

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- Microsoft Office
- Time Management
- Adaptive
- Data analysis
- Interpersonal Communication
- Problem solving
- Bilingual (English)

## Education

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**Ahmad Dahlan University – Yogyakarta**  
*Bachelor of Management, GPA 3.17/4.00*

September 2018 – April 2021

**Jendral Soedirman University – Purwokerto**  
*Diploma of Internasional Business, GPA 2.97/4.00*

August 2014 – September 2017

## Work Experiences Intern

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**Sentul Waterpark**

January 2016 – February 2016

*Social Media Marketing*

- Research on the material want to be uploaded so the content matches with latest content.
- Manage contents on social media accounts.
- Promotion in different social media platforms.
- Do online ticket service for customers.
- Actively campaigning on social media.

## Certificate

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### **Basic Staffing Management Training to Become a Human Resources Assistant (Prakerja)**

- Job Introduction and Interview
- Interview Process and Walk in-Exit-Stay Interview
- Employment Agreement
- Comparison of Manpower Act and Job Creation Act
- Planning HR and Recruitment Concept
- Remuneration, Retention and Employee training

### **Learning to create ads in Google Ads to Become an Advertising Specialist (Prakerja)**

- Learning to the Types of ads in Google Ads
- Learning to the important Metrics in Google Ads
- Learning how to optimise the Steps in Google Ads
- Creating account on Google Ads
- Analyzing Keyword Research for Google Search Preparation Ads
- Conduction Campaigns, Ad Groups and Ads Google Search Ads
- Creating an ad Specialist on Google Search Ads.

**Training Based on Indonesian National Work Competency Standards Branch Manager Financial**

**Services Cooperative Organized Indonesian Professional Certification Authority (BNSP) (17 September 2020-18 September 2020)**

- Carry Out Organizational Principles and Financial Cooperative Management.
- Arrange Strategic Plans
- Giving Out Motivation.
- Internal Control
- Performing Loan/Financing Contracts and Collateral Binding.
- Assess Health Level
- Analyzation On Work Programs and Revenue and Expense Budget Plan
- Secure Infrastructure Assets
- Partnership.
- Negotiation.
- Giving Out Presentation.

**Directorate General for National Export Development at Indonesian Export Training and Education Center (20 September 2016-22 September 2016)**

- Overview Export Activities.
- Export Procedure and Documentation.
- Customs Procedure in Export Field.
- Export Transportation Procedure and Cargo Handling.
- Incoterms (International Commercial Terms).
- Export Payment System.