

# **Curriculum Vitae**



**Putri Dwi Julianti**

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## **About me**

I am Putri Dwi Julianti, a Bachelor of Marine Science fresh graduate from Jenderal Soedirman University. I am currently seeking job opportunities while also participating in an Microsoft Excel bootcamp. I am highly interested in pursuing a career at PT Bumi Menara Internusa as a Production Staff. My previous experiences in work, organizational, and committee activities have sharpened my interpersonal, communication, and leadership skills in coordinating teams and providing excellent service. I am eager to contribute within a professional environment. Additionally, I have strong skills in operating Microsoft Office (Excel, PowerPoint, and Word), I successfully completed a comprehensive housekeeping training program that covered essential skills in room maintenance, cleanliness standards, sanitation procedures, and guest service, and basic proficiency in English communication. I enjoy challenges and always enthusiastic about learning new things

## **Education**

- Jenderal Soedirman University, Purwokerto Bachelor of Marine Science – GPA 3.39 (2021-2025)
- SMAN 1 Banyuasin III MIPA (2018-2021)

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## **Work Experience**

### **● Waitress – Praketa (2023)**

- Handled cash and non-cash transactions (e-wallet, debit, credit)
- Prepared daily sales reports and provided customer service
- Delivered friendly and prompt customer service
- Addressed customer complaints and coordinated with supervisors

### **● Sales Assistant - Ruang Terasa (2023-2024)**

- Managed manual transactions using written receipts

- Accurately counted cash and ensured transaction precision
  - Prepared change and maintained accountability for cash handling
  - Maintained cleanliness and orderliness of the outlet
  - Assisted in conducting periodic inventory checks
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## **Internship Experiences**

- **Conservation Intern – Bangsring Underwater (2022)**
  - Conducted outreach on marine conservation, particularly sharks and coral reefs.
  - Delivered scientific information in simple language for fishermen, students, and the general public.
  - Acted as a liaison between researchers, government, NGOs, and local communities to develop joint conservation programs.
  - Trained local communities in environmentally friendly practices, such as using fishing gear that does not harm coral reefs.
- **Research Intern – National Research and Innovation Agency (BRIN) (2024 – 2025)**
  - Conducted final project research.
  - Developed leadership and independent research management skills.
  - Maintained effective communication with supervisors and research team members.

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## **Organization Experiences**

- **Himpunan Mahasiswa Bidikmisi KIPK –Social Affairs Staff (2022-2024)**
  - Took responsibility for project coordination within and outside the department.
  - Assisted various departmental and inter-departmental projects.
  - Organized visitation and collaboration programs with KIPK organizations from other universities
- **Jendela Belajar Anak – Project Leader (2022)**
  - Managed an educational program for children, including scheduling and volunteer task distribution
  - Built communication with parents and sponsors to ensure project success
- **HIMABISI KIPK Mengabdi – Public Relations Officer (2023)**
  - Maintained communication between the organization and internal/external parties
  - Created, distributed, and managed information about organizational activities.
  - Built a positive organizational image through social media, publications, and partnerships.
  - Served as a liaison between management, sponsors, and partners.
  - Prepared publicity concepts, press releases, and event documentation.

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## **Training & Certifications**

- **Microsoft Excel Training Program - Dsarea (2025)**
  - Developed skills in data entry, formula application, and spreadsheet management.
  - Learned to organize, analyze, and present data using structured Excel workflows.

- **English Training for Work (2025)**

- Improved workplace communication skills for meetings, emails, and presentations.
  - Practiced professional vocabulary and conversational English for office settings.
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## **Volunteer Experiences**

- **KIPK Volunteer – Student Companion (2023)**

- Assisted high school students in applying for KIPK scholarships, providing clear guidance to students and parents
- Facilitated two-way communication with both students and parents to ensure accurate information delivery.
- Solved technical issues with a communicative and solution-oriented approach

- **Community Service Program (KKN)- Education Division (2024)**

- Conducted socialization and training sessions for students and the community
  - Served as a facilitator in teaching activities, enhancing presentation and interactive communication skills.
  - Developed creative learning media (posters, modules, or presentation materials) to ensure effective educational delivery.
  - Maintained good communication with supervisors and research teams.
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Additional supporting documents can be accessed via:

<https://drive.google.com/drive/folders/1vGwjxp92DCs2c1iKGVXgSqzGPzmkf0o?usp=sharing>