

## RECKSY REYNALDI

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### EDUCATION

2013 – SMAN 36, Jakarta.

2021 – Sekolah Tinggi Ilmu Ekonomi Indonesia, Jakarta, Bachelor of Management (Marketing).

### WORKING EXPERIENCE

#### PT. TEMPINDO BINAJASA (January 2019 – March 2021)

HR – Personal Assistant to the GM

- Approaching and dealing with vendors and suppliers as well as developed, maintaining good relationship.
- Handling secretarial duties, reception, telephone, mail, office and general administration.
- Maintaining filing system.
- Any other relevant responsibilities, as requested by Finance and Human Resources Manager.

#### PHENOLICOFFEE JAKARTA (December 2017 – Present)

Personal Business – Marketing, Full Time Barista

- Monitoring stock and supplies, make sure all ingredients are prepared exactly like the standard procedures from company.
- Assisting the ideas and solution formula for every issues that company has.
- Providing the ideas, knowledge, breakthrough innovation to attract customers for using our product.
- Maintaining the office by ensuring office working systems are all operating properly (espresso tools, POS system, EDC machine, bar equipment, etc).
- Distributing, Making, Experimenting, and Serving various of coffee to the customer as a barista.

#### ROSE PETAL WEDDINGS (December 2016 – November 2018)

Freelance – Floor Director, Wedding Crew

- Involved directly into the field as Wedding Crew in several positions.
- Arranging, managing, and executing all the plan to running the wedding event.
- Conducting internal audit to reviewing, fixing, and giving solution for every mistake and weakness in implementation of the event.

### ADDITIONAL INFORMATION

Strengths : Organization/Teamwork, Persistent, Trustworthy, Adapt Easily, Fair Minded.  
Languages : Indonesia and English.  
Computer : Microsoft Office.  
Interests : Business, Sports, Music, Movie, Writing, Drawing.