

ALIFIA RAHMADANTY

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Cipayung, No : 20. Tangerang Selatan, Banten, Indonesia.

Articulate and determined to recent graduate in International Relation with experience in central authority of international law, Ministry of law and Human Rights. Proven academic and ouricular achievements with 3,69 GPA. Equipped with technical abilities to fast learner who loves to try new things and meet new people in every chance. I prefer to work in a situation when i can grow and develop my self.

Professional Experience

Ministry of Law and Human Rights Republic of Indonesia - Jakarta, Indonesia

Aug 2019 - Jan 2020

*Internship
Secretary*

- Type documents such as correspondence, drafts, memos, and emails, and distributed incoming message and correspondence
- Greeted visitors and determined to whom and when they could speak with specific individuals
- Confirming the events of Ministry of Law and Human Rights officials
- Maintain utmost discretion when dealing with sensitive topics
- Recorded, transcribed, and distributed Minutes of Meetings (MoM)

Education

Satya Negara Indonesia University - Jakarta, Indonesia

Sep 2016 - Aug 2020

Bachelor Degree in International Relations

- Received the Best Graduate (*cum laude*) of International Relations
GPA 3.69 of 4.0

Certification and Training

Satya Negara Short Diplomatic Course - Jakarta, Indonesia

13 & 20 Jul 2019

Certificate in Diplomatic Course

- Learned to diplomacy
- Know the main reference standards for any type of act internationally
- Knowing the protocol of International organizations
- Knowing the different protocols interrelate countries within a context of internationality
- Analyze the issues of relations between countries

Main interest

Hard Skills

- Microsoft Word
- Microsoft Excel
- Power Point
- English Language Intermediate
- Native Indonesia Language

Soft Skills

- Creative & Dicipline
- Adaptability
- Public Speaking
- Problem Solving
- Public Relations
- Team work
- Time Management
- Critical Thinking