

# INNE BERLIANI

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Bogor, West Java



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## About Me

I am a person with high self-confidence, enthusiastic, creative, and open to current developments, both environmental and digital, accompanied by work experience in the field of print and digital media. Have the opportunity to take part in a national level videography competition. With work experience that I have had as a cashier at a restaurant, administrative staff at a university (Bogor Agricultural Institute), and working on several graphic design projects on a freelance basis.

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## Skill

Graphic design

Web programming

Microsoft office

Problem solving

Teamwork

Creativity

Data entry

Video editing

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## Work Experience

**Fakultas Ilmu dan Teknologi Perikanan, IPB (Prakerin)**  
**Archiving / Campus Administration Staff**

**Bogor, West Java**  
**October 2019 - March 2020**

- Archive student files
- Entering attendance into the system
- Create spreadsheets using Microsoft Excel for daily, weekly and monthly reporting.

**WFH (Work From Home)**  
**Freelance**

**Bogor, West Java**  
**2019 - 2020**

- Pamphlet Design
- Storyboard Design
- Coding uses HTML, PHP and CSS programming languages.

**SMK Negeri 1 Ciomas**  
**Competence test**

**Bogor, West Java**  
**2021**

- Uses coordination and planning skills to achieve results on schedule
- Implementing the HTML, PHP and CSS programming languages that have been studied at school
- Fulfill vocational test assignments

**Prekthai Yasmin**  
**Cashier**

**Bogor, West Java**  
**2022**

- Serving payments made by customers
  - Help customers with product information
  - Providing product offers
  - Receive cash and return change
  - Cross-product and introduce new products
  - Resolve customer complaints
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## **Education**

**Universitas Terbuka**  
Information Systems Undergraduate Study Program

**Bogor, West Java**  
**On going**

**SMK Negeri 1 Ciomas**  
Software Engineering Major (RPL)

**Bogor, West Java**  
**2018-2021**

- Participated in the National level videography competition, IPB
- Carrying out Field Work Practices (PKL), IPB
- Become a Journalist at a DBL event for the school basketball team

**SMP Negeri 14 Kota Bogor**  
2018 graduates

- Became secretary of the English Lovers Club (ELC)
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