



DEWI UMMI RAIHANUN

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Jl. Legi No.24B, Papringan, Caturtunggal, Depok, Sleman, Daerah Istimewa Yogyakarta

Hi, i'm Dewi. I'm a Master of Communication Studies and Islamic Society at Sunan Kalijaga Yogyakarta State Islamic University. Born on West Lombok, March 10th 1998. I'm enthusiastic. Motivated to Constantly develop my skill and grow professionally. Able work as individual or team. Shape up with company's culture and responsible. Confident taking a new opportunities and gain new experience. I have ability in public speaking, problem solving, good communication and leadership.

Work Experiences

CV. Herbalasia Indonesia - Sleman, Yogyakarta

Oct 2023 - Apr 2024

HR Recruiter

- Relationship building and networking
- Sourcing potential candidates from various online channels
- Crafting recruiting emails to attract passive candidates
- Screen incoming resumes and application forms
- Interview candidates (Via phone, video, and in-person)
- Advertise job openings on company's careers page, social media, job boards and internally
- Provide shortlists of qualified candidates to hiring managers
- Send job offer emails and answer queries about compensation and benefits
- Collaborate with managers to identify future hiring needs

SMP 10 Muhammadiyah Yogyakarta - Sleman, Yogyakarta

Nov 2021 - Dec 2023

Teacher of Art

- Provided instruction in memorize Qur'an
- Used exceptional classroom and behaviour management techniques to create and maintain positive learning environments.
- Improved student talent exam pass rates in line with school targets through individualised teaching and support.
- Attended faculty and parent-teacher meetings to update relevant individuals on student progress.

CV. ASEAN HIGH WIRE (Skill Development Center) - Mataram, Nusa Tenggara Barat

Feb 2019 - Jan 2021

Personal Assistant

- Generated reports, documents and presentations.
- Processed and distributed incoming correspondence to relevant staff, facilitating team communication.
- Performed background research for special projects.

SMP IT Yarsi Mataram - Mataram, Nusa Tenggara Barat

Jan 2019 - Jan 2021

Vice Principal

- Taught small teacher and student groups on a regular basis.
- Conveyed policy changes and assessed employee thoughts through staff meetings.
- Evaluated student behaviour against established discipline standards and enforced policies.
- Worked with parents to help improve student behaviour and academic performance.
- Verified achievement of educational programme objectives and standards through continual performance monitoring and evaluation.
- Evaluated and chose new technologies and curriculums for classroom use.
- Held meetings with teachers to review current classroom policies and determine strategies for improvement.

LOMBOK TV - Mataram, Nusa Tenggara Barat

Aug 2020 - Nov 2020

Auxiliary Workforce (Internship)

- Carry out observation activities on events occurring in society, collect, select and process news

Education Level

State Islamic University of Mataram - Mataram, Nusa Tenggara Barat

Apr 2017 - Aug 2020

Bachelor Degree in Social, 3.61/4.00

- Patterns of Communication
- Human Communication and behavior
- Social interactions
- Communication in different cultures
- Concerned with the dissemination of news, information, entertainment and advertising through various media platforms including newspapers, magazines, new media, television, film and radio

Masters Degree in Arts, 3.81/4.00

- Research in the field of interdisciplinary Islamic studies for civilization
- Islamic and social thinking in the community
- Practical theoretical abilities
- Analytical, critical, implementative abilities in the study of social and religious issues with an interdisciplinary approach

Skills, Achievements & Other Experience

- **Achievements** (2017): TOP 3 Musabaqoh Tilawatil Qur'an West Lombok District Level (Memorizing 10 Juz of the Qur'an)
- **Soft Skills** (2021): Leadership, Communication Skills, Public Speaking, Problem Solving, Critical Thinking
- **Awards and Scholarships** (2018): Tahfidz Scholarship for 3 years education