



JULIANDA MARSELYNA

About me

I am a Diploma III graduate in Information Management with a strong interest in information technology, especially in data management and information system development. I have a basic understanding of programming and databases, and I am able to work both independently and in a team. I am highly motivated to learn and adapt quickly to new work environments.

Skills

- Database Management (MySQL, SQL Server)
- Basic Programming (Java, PHP, Python)
- Information System Development
- Microsoft Office (Word, Excel, PowerPoint)
- Basic User Interface (UI) Design

Education

- SMKN 1 TEGALSARI (2021-2024)
- POLITEKNIK NEGERI JEMBER (2024-2027)

Experience

PT Jala Lintas Media

January 2022 – December 2023

- Managed schedules, meetings, and business travel arrangements for executives.
- Prepared and distributed incoming and outgoing correspondence efficiently.
- Organized and maintained important company documents in a structured manner.
- Coordinated with various departments to ensure smooth daily operations.
- Welcomed guests and maintained professional communication with business partners.

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