



PERSONAL BACKGROUND

I am a communicative hard-working and responsible person who is ready to work collaboratively as a part of a team and individually to achieve goals. I am able to handle multiple tasks on a daily basis. Energetic and eager to learn new skills and always coming up with innovative ideas.

PROFILE

Full Name : Michelin Elizabeth
Nickname : Michelle
Date of Birth : Jakarta / July 8, 1998
Gender : Female
Status : Single
Nationality : Indonesia

LANGUAGES

BAHASA | ENGLISH

SOFTWARE CAPABILITIES

Ms. Word | Ms. PowerPoint | Ms. Excel

GET IN TOUCH WITH ME

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Utama, Karang Tengah, Tangerang

MICHELIN ELIZABETH

PREVIOUS EDUCATION

University of Tarumanagara

Interior Design student (semester 8)

Tarsisius II High School

Class of Mathematics and Science 2013 - graduated in 2016

Bethel Junior High School

2010 - graduated in 2013

SKILLS AND ABILITIES

- Excellent Communication skills
- Multitasking skills
- Strategic Thinker
- Office Technology skills
- Time Management
- Fast Learner
- Digital Design
- Online Information Updated
- User Experience Research

EXPERIENCES

Freelance Personal Assistant, Designer, & Marketing

- Managing schedule and make arrangement for appointments and meetings.
- Assist all incoming and outgoing mails / other necessary correspondence.
- Updating and safe keeping of confidential documents, maintain the security of office records.
- Planning, organizing, and managing.
- Coordinate with different supporting team for client requirements and complaints.
- To increase customer base and create new business opportunities.
- Maintain good relationship with clients.