

# Chassandra Ivanisevic

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**SUMMARY:** Motivated and able to work in a team or independently. Highly concerned with design, data analytics, English literature, research, tech-savvy, translation and visualization. I have experience as a customer service and Social media admin which keeps me constantly improving my interpersonal skills, problem solving and analytical thinking. Moreover, I am interested in UI/UX Design and Data Visualization, therefore I take some courses that give an insight about Design system, Design thinking, Wireframing (Lo-Fi, Hi-Fi), UX research, Data analytics, and some software like Figma and Tableau.

## EXPERIENCES

### Admin Social Media Project Perfetti at UNDRline

Feb 2022 - Mar 2023

- Responding DMs and comments on Social Media Perfetti Alpenliebe, Mentos Happydent then translated and reported the data in Spreadsheet.
- Supporting the Project Planner by summarizing, analyzing, and giving a suggestion towards the reporting.

### Customer Service Freelance at Prestisa

Aug 2019

- Greeting Customers and Assisting their needs.
- Compiling Customers complaints in the database, then reevaluating the data.

### Intern at Kementerian Sekretariat Negara RI

Oct 2018

- Translating documents from English to Bahasa Indonesia also from Bahasa Indonesia to English.
- Assisting associates in transcription of the President's speech.

## EDUCATION

### Formal Education

Universitas Al-Azhar Indonesia Jakarta  
(S.Li) - Bachelor of English Linguistic  
GPA: 3.26 out of scale 4.00

Sep 2015 - Feb 2021

### Informal Education

Binar Academy  
UI/UX Research and Design  
Score: 93.3 out of scale 100

Apr 2023 - May 2023

## LANGUAGES

English (Professional working proficiency) | Bahasa Indonesia (Native or bilingual proficiency)

## SKILLS

**Technical Skill:** Proficient in Microsoft office (Excel, Powerpoint and Word), Google Suite (Spreadsheet, Doc, PPT) and Canva; Moderate in Figma, Adobe Photoshop, Adobe Illustrator, Adobe XD and Tableau; Beginner in HTML, CSS, JavaScript, and SQL.

**Soft Skill:** Communicative, Cooperative, Creative, Credible, Critical Thinking, and Detail oriented.

## ADDITIONAL

**Certification and Training:** Data Analytics - Coursera Certificate

Oct 2022