



SHAFAYLA PUTRI

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I am a dedicated fifth-semester student majoring in Communication at National University, specializing in Public Relations. I have developed strong communication skills through coursework and part-time jobs, which demonstrate my ability to convey ideas effectively both verbally and in writing. I really have a great interest in a career in the field of Communication as a Public Relations and Human Resources practitioner.

Work Experiences

KARANG TARUNA - Jakarta, Indonesia

Jan 2023

Master of Ceremony

- Coordinate with participants on the program, such as speakers, performers, or special guests, to make sure everyone is present and ready to appear on schedule.
- Present important information to audiences, such as special events, rules, or announcements.
- Create a positive and friendly atmosphere during the event.

TITIK TEMU COFFEE - Jakarta, Indonesia

Jun 2023 - Nov 2023

Floor Staff

- Greet and escort customers to their tables.
- Present the menu and provide detailed information about menu items.
- Take orders and serve food and beverages promptly.
- Ensure that tables are set properly with clean linens, napkins, and tableware.

TITIK TEMU COFFEE - Jakarta, Indonesia

Nov 2023 - Mar 2024

Barista

- An ability in the setup and maintenance of espresso machines.
- Prepare a variety of beverages, including espresso-based drinks, drip coffee, tea, and specialty drinks.
- Customize drinks according to customer specifications, such as adjusting sweetness or milk types.

BLEU Cafe n Space - Jakarta, Indonesia

Mar 2024 - Present

Barista

- An ability in the setup and maintenance of espresso machines.
- Mastery art latte and beverage decorations.
- A specialty of coffee diffusion techniques.
- Regularly clean and maintain coffee machines, grinders, and other equipment to ensure optimal performance.

One Third Consulting & Abroad - Jakarta, Indonesia

Aug 2024 - Oct 2024

Marketing Communication Internship

One Third Consulting & Abroad (OTCA) is an education service provider that is focusing on language learning and study and work abroad consultation . We are currently opening online classes for German, French, Japanese, Korean and Chinese.

- Doing an event with a target of one month, Internship preparation to become an MC and zoom operator, Creating a TOR event to be submitted to a partnership sharing session, Looking for media or event partner

Education Level

SMAN 46 Jakarta, Indonesia

Jul 2019 - Apr 2022

Senior High School

- Analyzing basil's data on experiments and formulating reports. Got good grades at the end of the semester.

National University - Jakarta, Indonesia

Sep 2022 -

Organisational Experience

Wijaya Cup - Jakarta, Indonesia

Nov 2018 - Dec 2018

Contact Person

- Manage the exchange of information between the participants, vendors, sponsors, and others.

Pengabdian Masyarakat - Depok, Indonesia

Jan 2023

Committee

- Being a committee in the student program teaching with orphans.

Committee

Service event held to fulfill task 2. Our target audience is minors and event with the theme of gadget use

- Providing guidance, support, and counseling to individuals in need, particularly youth and at-risk populations.

Executive Secretary

In order to fulfill Task 2 and the Final Semester Exam, we are students And National University students hold community service to children Teenagers at Yayasan Al-Kahfi Foundation with the title "Gadget Talk: Good and Bad Impact Gadgets in the realm of teenagers"

- Schedule meetings and appointments related to event planning.
- Track event expenses and assist in budget management.
- Respond to inquiries and provide information about the event.

Skills, Achievements & Other Experience

- **Soft Skills:** Communication, Time management, Adaptability, Problem-solving, Teamwork, Creativity, Interpersonal skills, Work ethic, Organizational Skill
- **Hard Skills:** Proficient in Microsoft Office (Word, PowerPoint, Excel), Google Suite (Gmail, Google Slides, Google Sheets, Google Docs and Google Forms, etc), Canva, CapCut, Inshot, Filmora and Zoom.
- **Achievements (2024):** CONTRIBUTION AS A PERSON IN CHARGE FOR “IMPORTANT PREPARATIONS BEFORE STARTING AUSBILDUNG IN THE FIELD OF HOSPITALITY” SHARING SESSION
- **Webinars Attended (2024):** As the committee member of “Journey Beyond Borders: Achieving Dreams with IYE Scholarship” Sharing Session