



APRIYANI PATRICIA MANURUNG

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SUMMARY

I am a Diploma's graduate in English Language from University of North Sumatra with a GPA of 3.51 (Cum laude). With hands-on experience gained during my practicum, I have developed strong teamwork, skilled in operating Microsoft Office, create copywriting, and able to use English orally and in writing. In addition, I have experience in the field of communicative service, up to date on social media, technologically savvy, and can manage time well so that all company obligations are fulfilled.

WORK EXPERIENCE

Thrift Online Shop Business (Owner)

Dec 2023-Dec 2024

- Manages a personal business in the form of thrifting by marketing its products through online platforms such as Instagram, TikTok and Shopee.

Library and Archives Office of Medan City Government (Admin Service)

March-April 2023

- Direct visitors to fill in the guestbook format by scanning the QR code.
- Recorded the number of books to be given to prisons and mobile libraries.
- Assisting visitors to make membership cards using the computer.
- Create copywriting such as poster to promote and encourage visitors to always read at the library
- Editing photos and videos of activities that take place in the Library for Instagram documentation.

Online Shop Premium Application (Admin Social Media)

August 2016-August 2017

- Sells premium application services on Instagram platform. Some of the paid app services are iTunes, Spotify Premium, Joox Premium, VSCO Fullpack, Inshot Pro, Viva Video Pro, Kinemaster, and Picsart Fullpack.
- Taking care of collaborations in the form of endorsements from celebrities to increase sales statistics.
- Create content in the form of photos and videos to be posted to Instagram. This aims to attract buyers to buy application products that will be sold.

EDUCATION

English Diploma Studies (GPA: 3.51)

2020-2023

SKILL

- Microsoft Office Word, Power Point, Excel
- Team Work
- Communicative
- Time Management
- Creative and Inovative
- Social Media Management