



# SHafa KAYLA 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

<b>KARANG TARUNA - Jakarta, Indonesia</b> <i>Master of Ceremony</i> <ul style="list-style-type: none"><li>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.</li><li>Present important information to audiences, such as special events, rules, or announcements.</li><li>Create a positive and friendly atmosphere during the event.</li></ul>	Jan 2023
<b>TITIK TEMU COFFEE - Jakarta, Indonesia</b> <i>Floor Staff</i> <ul style="list-style-type: none"><li>Greet and escort customers to their tables.</li><li>Present the menu and provide detailed information about menu items.</li><li>Take orders and serve food and beverages promptly.</li><li>Ensure that tables are set properly with clean linens, napkins, and tableware.</li></ul>	Jun 2023 - Nov 2023
<b>TITIK TEMU COFFEE - Jakarta, Indonesia</b> <i>Barista</i> <ul style="list-style-type: none"><li>An ability in the setup and maintenance of espresso machines.</li><li>Prepare a variety of beverages, including espresso-based drinks, drip coffee, tea, and specialty drinks.</li><li>Customize drinks according to customer specifications, such as adjusting sweetness or milk types.</li></ul>	Nov 2023 - Mar 2024
<b>BLEU Cafe n Space - Jakarta, Indonesia</b> <i>Barista</i> <ul style="list-style-type: none"><li>An ability in the setup and maintenance of espresso machines.</li><li>Mastery art latte and beverage decorations.</li><li>A specialty of coffee diffusion techniques.</li><li>Regularly clean and maintain coffee machines, grinders, and other equipment to ensure optimal performance.</li></ul>	Mar 2024 - Present
<b>One Third Consulting &amp; Abroad - Jakarta, Indonesia</b> <i>Marketing Communication Internship</i> <p>One Third Consulting &amp; 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.</p> <ul style="list-style-type: none"><li>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</li></ul>	Aug 2024 - Oct 2024

## Education Level

<b>SMAN 46 Jakarta - Jakarta, Indonesia</b> <i>Senior High School</i> <ul style="list-style-type: none"><li>Analyzing basil's data on experiments and formulating reports. Got good grades at the end of the semester.</li></ul>	Jul 2019 - Apr 2022
<b>National University - Jakarta, Indonesia</b>	Sep 2022 -

## Organisational Experience

<b>Wijaya Cup - Jakarta, Indonesia</b> <i>Contact Person</i> <ul style="list-style-type: none"><li>Manage the exchange of information between the participants, vendors, sponsors, and others.</li></ul>	Nov 2018 - Dec 2018
<b>Pengabdian Masyarakat - Depok, Indonesia</b> <i>Commite</i> <ul style="list-style-type: none"><li>Being a committee in the student program teaching with orphans.</li></ul>	Jan 2023

<b>Pengabdian - Jakarta, Indonesia</b> <i>Commite</i> Service event held to fulfill task 2. Our target audience is minors and event with the theme of gadget use <ul style="list-style-type: none"> <li>• Providing guidance, support, and counseling to individuals in need, particularly youth and at-risk populations.</li> </ul>	Jul 2023
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<b>Bakti Sosial - Jakarta, Indonesia</b> <i>Executive Secretary</i> 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" <ul style="list-style-type: none"> <li>• Schedule meetings and appointments related to event planning.</li> <li>• Track event expenses and assist in budget management.</li> <li>• Respond to inquiries and provide information about the event.</li> </ul>	Jul 2024
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### 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