**RIFQI ABDURAHMAN**

+6281213410117 | rifqiabdurrahman07@gmail.com |

Linkedin.com/in/rifqiabdurahman | Depok, Indonesia, 16451

SUMMARY

Fresh graduate From Language and English Literature Studies who has a big curiosity and desire to learn and gain knowledge through new experience. I am accustomed to working in a challenging environment and easily adapt to new people from different backgrounds. Also seeking a place where I will be able to develop and contribute my skills.

EDUCATION

**Universitas Airlangga** |*Bachelor of Language & English Literature* Surabaya | **08/2017-02/2022**

* Majoring in English Literature with Cumulative GPA (3.01/4.00)

SKILLS

**PROFESSIONAL**

Research and Development, CSR, Arrange and set event schedule, develop creative Ideas, establish Internal & External Communication, Translate Document, Microsoft Office (Word, Excel, PowerPoint), Filmora, Canva, Adobe.

**PERSONAL**

Time management, Public Speaking, Decision-maker & problem-solving, Leadership, Adaptability, Team Player, Work Ethic, Attention to Detail, Organized.

**LANGUAGE**

English Writing and Speaking Proficiency Advanced, ELPT (English language Proficiency Test) Score 563, Bahasa Indonesia Native.

EXPERIENCE

**Corporate & Marketing Communication Internship** Jakarta | **09/2021-03/2022**

*Air liquide Indonesia (Industrial gases company)*

* Assist to handle the vendor needs & assist to add ideas for good video angles, locations (Video company profile)
* Translate documents as needed such as articles, memo, policy, etc.
* Create short article as needed & Maintain intranet and article upload
* Create a Certificate of Achievement
* Create & develop year in review slides
* Create a short video for CSR publication and news & Create Standing banner, Greeting Card
* Assist to shoot a video interview & edit the video
* Create registration form, Assist to Create & develop poster and slides review for every week and final
* Provide material and examples on the topic for the class (Develop English lesson material for speaking and writing class internal)

**Marketing Part Time** Depok | **03/2021-08/2021**

*ZH Farm (Farmhouse)*

* Contributed to the implementation of marketing strategies
* Devise marketing campaign
* Analyze the customer purchasing level
* Help to reach the target of sales

**General Division Part Time** Surabaya | **09/2018 – 09/2020**

*RA Production (Event and Wedding Organizer)*

* Engaged to hold a meeting with client
* Liaison officer for VIP clients
* Organize a wedding event

**Secretary of Managing Director** Surabaya | **10/2017 - 10/2020**

*English Futsal Association of English Department Student’s Association of Universitas Airlangga*

* Assigned to schedule the English faculty futsal routine
* Create and manage in terms of finances of EFS
* Futsal player

**Marketing** Surabaya | **08/2019 – 12/2019**

*English Night by English Department Student’s Association of Universitas Airlangga*

* Convinced the English Night to students and public to participate
* Work with crew to make this event success
* working with various cross-divisions in this event

**Sinematografi Organization** Surabaya | **08/2017 – 09/2018**

*Sinematografi Unit Kegiatan Mahasiswa Universitas Airlangga*

* Engaged to create and develop short film project (Create script, direct, shoot, and edit)
* Analyze a short film from around the world every week.

HONOR AND AWARDS

**Summer Course Program by EF (English First)** London, England | **05/2014 – 06/2014**

* Learn English with the native teacher and Students from all over the world
* One month experience to live with local people
* Do many activities and learn the local culture with students from several countries and traveling around several cities in England
* improve writing, listening, speaking skills in English and certified

**Summer Course Program by EF (English First)** Gold Coast, Australia **|05/2013 – 06/2013**

* Learn English with the native teacher and friends from all over the world
* One month experience to live with local people
* Do many activities and learn the local culture with students from several countries and traveling around several cities in Australia
* improve writing, listening, speaking skills in English and certified