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| Elisabeth Pauline  (Icha) | Home address:  Jl. Lantana 2, D1/70  Kemang Pratama 3  Bekasi Barat 17114  Home. (021) 82403855  HP. 0821-24778838  Email: [epauline2702@gmail.com](mailto:epauline2702@gmail.com)  Place & D.o.B.  Jakarta, 27 February 1994 |  |

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| **Qualification**  Qualification : Associate Degree  Field of Study : Communication  Major : Business Communication  Institute/University : STIKS Tarakanita, Jakarta, Indonesia  Grade : 8th Semester |

**PROFESSIONAL & PERSONAL QUALITIES**

* Able to determine priorities, reliable, punctual, honest and hardworking.
* Easy going, friendly, helpful, and polite engaging personality.
* Comfortable working with members of the public.
* Willing to develop skills and the desire to learn new knowledge.
* Physically fit as I stand most of the day on my feet may sometimes be required to lift large amounts of stock.
* Possesses confident and comprehensive understanding area of product knowledge.
* Able to work independently or as part of a sales team.

***PROFESSIONAL EXPERIENCE***

**June-July 2015**

**Promotional Sales Representative at “Birdie” Group, PRJ Kemayoran**

* Persuade customers to use sales promotion displayed items of the booth.
* Deliver promotion items, like posters, glasses, napkins and samples of product and arranges display of items in customers establishment
* May take sales order from customer.
* Develop positive rapport with clients while assisting their fashion inquiries
* Effectively able to multitask between helping customers and maintaining brand standards.
* Ensure work is conducted in a safe and efficient manner and that a high level of safety awareness exists in the working environment.
* Attaching price tags to merchandise on the shop floor.
* Responsible for security within the store and being on the look-out for shoplifters.
* Receiving and storing the delivery of large amounts of stock.
* Keeping up to date with special promotions and putting up displays.

**May-June 2015**

**Sales Assistant at “Samsung” Handphone Booth, Blok M Plaza, Central Park, etc.**

* Greeting customers who enter the shop.
* Assisting shoppers to find the goods and products they are looking for.
* Being responsible for processing cash and card payments.
* Answering queries from customers.
* Reporting discrepancies and problems to the supervisor.
* Giving advice and guidance on product selection to customers.
* Balancing cash registers with receipts.
* Keeping the store tidy and clean, this includes hovering and mopping.
* Responsible dealing with customer complaints.
* Working within established guidelines, particularly with brands.

**August-November 2015**

**Internship on PT XL Planet (elevenia.co.id)**

* Joined in Marketing Strategy Team on elevenia (esp. Customer Relations Management)
* Maintain newsletter for subscriber
* Writing daily article about elevenia (by the products, promos, headline news, sellers, etc)
* Checking HTML before posted (design, banner, sentences, promo, tracking numbers)
* Helping Supervisor for checking the prices for newsletter for the next day
* Making schedule for newsletter blast
* Update daily statistic for App Push
* Making monthly summary about competitors
* Survey internal App Push Notification
* Checking every day new member on elevenia by the database
* Making daily evaluation about newsletter competitors

Additional Info

**SUMMARY OF EDUCATION:**

* SMA Pax Patriae 2009 -2012
* STIKS Tarakanita, Business Communication 2012 - Present

**COURSES ATTENDED:**

* English Conversation EF (2009-2010)
* Computer Course – April 2010
* Participant of Book Review “Tarian Badai” written by B.B Triatmoko, 22 February 2013
* Attending Public Relations in Digital Era Seminar, 17 April 2013

**ADDITIONAL SKILLS:**

* Microsoft Office (Word, Excel, and PowerPoint)
* Advertisement Designer (esp. design layout)

**ACTIVITIES:**

Organizing Committee :

* Member of Paskibra Pax Patriae SHS 2009 - 2012
* Member of Patriae’s Choir 2009-2013

Organizing Committee :

* Member of Martial Art (Karate) at Tarakanita’s Dojo
* Head of Tarakanita’s Choir named Serafim Tarakanita (2014-2015)
* Member of Gelar Tikar (an activity from campus, being a volunteer teacher at Mess Papua Cendrawasih)
* Committee of Makrab 2015
* Performed on campus’ event