

Curriculum Vitae

Personal Information

Name : Mia Kurniati
Place, Date of Birth : Jakarta, 25th November 1992
Gender : Female
Nationality : Indonesia
Marital Status : Single
Address : Jl. Pemuda Kp. Pulo No. 70 Rt. 02/08
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Education

- Formal:
 - 1998—2004 SDN Cipayung IV, Depok
 - 2004—2007 SMP Dharma Pertiwi, Depok
 - 2007—2010 SMK Al-Muhtadin, Depok
 - Office Administration Departemen (Secretary)
 - 2010—2013 State Polytechnic of Jakarta, Depok
 - Graphic Engineering Technology and Publishing Department
 - Program of Study Publishing (Journalistic)
- Nonformal:
 - Augusts 1, 2007—July 12, 2008 English course in Victoria Course, Depok.

Personal Qualification

- Able to operate Microsoft Office : Word, Excel and Powerpoint.
- Able to operate Adobe Illustrator, Adobe Photoshop, Adobe InDesign, Freehand, Corel Draw, and HomeSweet 3D.
- Familiar with internet
- Languages: Indonesian (fluency: excellent), and English (fluency: good)



Career History

June, 2010

Job training as an officer take care of letter

Ministry of Marine Affairs and Fisheries at Bureau and Equipment, Jakarta

October 31—December 14, 2012

Industry practice as a copy-Editor

At Gema Insani Press

Ir. H. Juanda Street, Depok

Duties:

- Editing the text based on terms of language (spelling, diction, and sentence structure);
- Make the text readable;
- Make games illustration for children's books, entitled *Aku Ciptaan Allah* and *Surga Allah yang Indah*;
- Make a layout for a children's book titled *Let Us Know About Animals which are in Al-Qur'an*.

December 2013—Now

Work as a copy writer

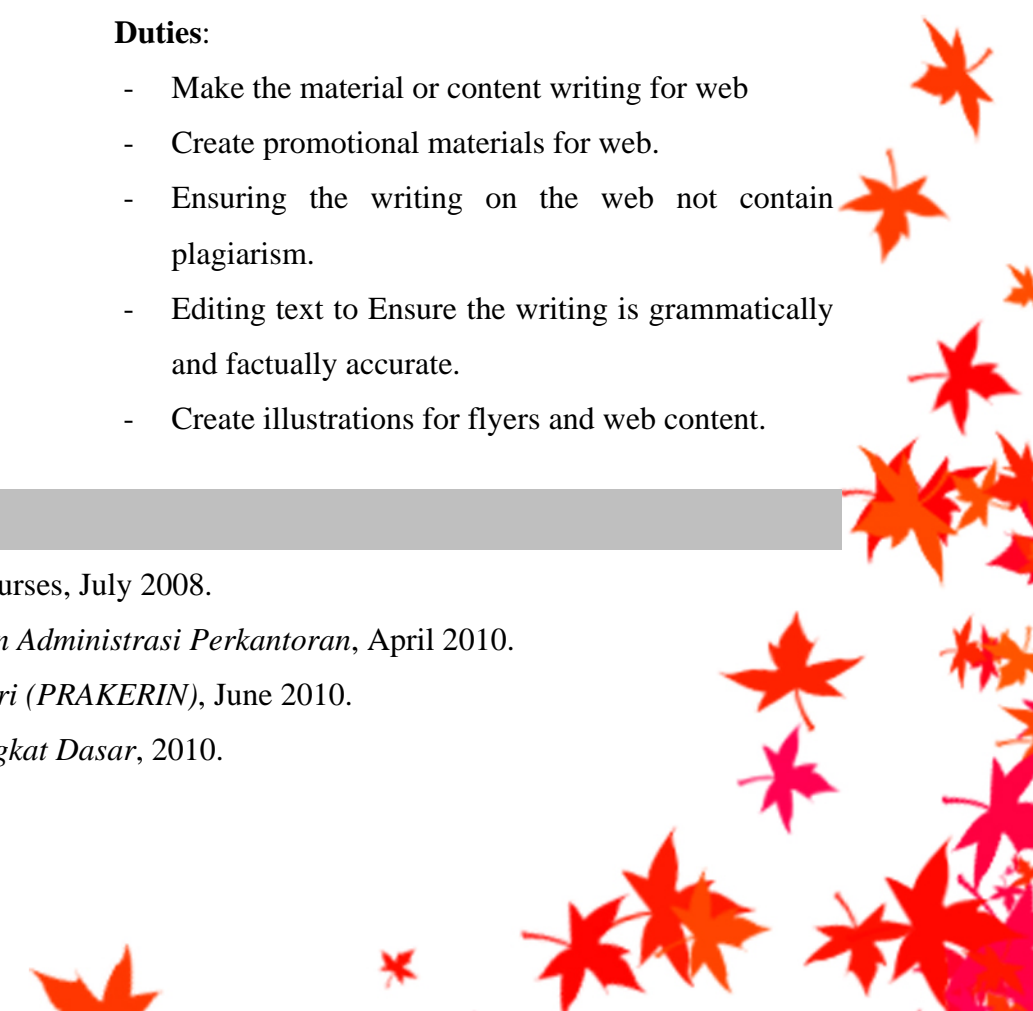
At www.mytravellover.com


Standard Chartered Building

Duties:

- Make the material or content writing for web
- Create promotional materials for web.
- Ensuring the writing on the web not contain plagiarism.
- Editing text to Ensure the writing is grammatically and factually accurate.
- Create illustrations for flyers and web content.

Certificates

- English, Victoria Courses, July 2008.
 - *Kompetensi Keahlian Administrasi Perkantoran*, April 2010.
 - *Praktik Kerja Industri (PRAKERIN)*, June 2010.
 - *Ujian Komputer Tingkat Dasar*, 2010.
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- Journalistic workshop, *Bulan Cerdasku*, State Polytechnic of Jakarta, 2011.
 - Industry Practice in Gema Insani Press, December 2012.
 - *Test of English for International Communication (TOEIC)*, score: 610, 2013.

Hobbies

- Reading book.
 - Writing short story, and poetry.
 - Drawing manga, home design, and clothes/dress manual.
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