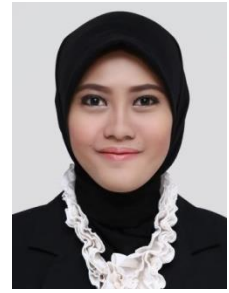


Azki Ainulmai Aufaa, S.S.
Jalan K.S.Tubun IV No 4 RT 11 RW 05, Jakarta Barat
+6285246763113 | ainulmai@gmail.com
@aufaazki | aufaazki.tumblr.com



EDUCATION

Universitas Brawijaya	Malang, Indonesia
Bachelor of Arts in English Literature	October 2015
<ul style="list-style-type: none">Award: Cum Laude PredicateCourseworks: Creative Writing, Discourse Analysis, Pragmatics, Semantics, Syntax, Sociolinguistics, Public Speaking, Structure Analysis, Translation and Interpretation.	GPA:3.68

WORK EXPERIENCE

PT Kusuma Satria Dinasasri Wisatajaya	Batu, Jawa Timur
Tour Guide Intern	January- February 2014
<ul style="list-style-type: none">Guiding local and foreign visitorsGiving information to the visitor	

LEADERSHIP AND COMMUNITY INVOLVEMENT

English Student Association	Universitas Brawijaya
First Treasurer	January – December 2014
<ul style="list-style-type: none">Advising on the organization's fundraising strategy.Ensuring that appropriate financial systems and controls are in place.Preparing and presenting budgets for new or ongoing work.Presenting regular reports on the organization's financial position.	

English Student Association	Universitas Brawijaya
Second Secretary	January – December 2013
<ul style="list-style-type: none">Composing, typing and distributing meeting agendas and minutes, routine correspondences and reports.Organizing general correspondence, reports, schedules and other materials.Keeping confidential information of association.	

English Student Association	Universitas Brawijaya
Staff HRD	January – December 2012
<ul style="list-style-type: none">Dealing with grievances and implementing disciplinary procedures.Developing and implementing policies on issues like working conditions, performance management, equal opportunities, disciplinary procedures and absence management.Working closely with various departments, increasingly in a consultancy role, assisting managers to understand and implement policies and procedures	

SKILLS & INTERESTS

Language: Fluent in English (TOEFL Score: 483) and Indonesia
Technical Skill: Expert in Microsoft Word, Excel and Power Point, Knowledge of SPSS
Interests: Reading, Writing, Traveling

