



Rahma Julma

- THE RESUME -

PERSONAL INFO



28 March 1992



Jakarta, Indonesia



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TECHNICAL SKILLS

- ● ● ● ○ Microsoft Office
- ● ● ● ○ Macintosh
- ● ● ● ○ Adobe Photoshop
- ● ● ● ○ Adobe Illustrator
- ● ● ● ○ Photography
- ● ● ● ○ Photo/video editing
- ● ● ● ○ Visual design
- ● ● ● ○ Social Media

PERSONAL SKILLS

- English proficiency
- Creativity
- Customer service
- Communication
- Teamwork

OTHER EXPERIENCES

- 2014 Volunteering in Nepal with International Volunteer HQ
- 2013 Student Event Organizer Communication Dept. of UNAIR
- 2012 Delegation of Indonesia Model United Nation in Univ. Indonesia
- 2011 Head of Creative Team HUTKOM24 Communication Dept. of UNAIR

CERTIFICATES

- 2016 Digital and Social Media Marketing MarkPlus Institute
- 2015 Service Excellency Wall Street English Indonesia
- Staff of The Quarter Wall Street English Indonesia

INTERESTS



sports



social-work



outdoors



travel



movies



photography



books



music

EDUCATION

- 2010 Bachelor of Communication Universitas Airlangga Surabaya

WORK EXPERIENCES

- 2016 **MARKETING COMMUNICATION** PT. Sarana Mediktama Kemang [RSIA Kemang Medical Care]
Specifically to assist and liaise with the marketing and service team of Kemang Medical Care Hospital in planning, implementing and evaluating programs
- 2015 **SERVICE OFFICER** Wall Street English, Jakarta
Made students' study plan, made sure the students actively study on track, made co-workers' working schedule, handled complaints and feedback, made sure the department reach the target
- 2014 **LIAISON OFFICER FREELANCER**
Joined in events, coordinate with team to make sure the event runs smoothly and in line with client's vision
- 2013 **ACCOUNT EXECUTIVE INTERN** Voila! Indonesia, Surabaya
Assisted in managing the clients, participated in meetings and company presentations, telemarketing, joined in events