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| **Jennifer Utaryo**  **Address: Jl. Perkici x blok EA 9 no 48. Bintaro sektor 5**  **Mobile : +62896 3079 2016**  **Email :** [**jenniferutaryo@gmail.com**](mailto:jenniferutaryo@gmail.com) |

**Personal Information**

Full Name : Jennifer Utaryo

Place & Date of Birth : Jakarta, 19 October 1992

Nationality : Indonesian

Religion : Catholic

**Profile**

I am interested in a new challenge and an opportunity to use my skills and experience in a different capacity than I have in the past. It makes me keep myself updated, enhance my knowledge and exercise good work ethics. Therefore I strongly believe that effort and hard work will show in every of my projects. I am seeking a new challenge and position where I can develop and excel while giving my best to an employer. However, at the point in the time, I am excited about moving into new position. I am willing to learn and ability to work independently or as part of a team.

**Objective**

To find a challenging position to meet my competencies, capabilities, skills, education and experience.

- Able to complete projects on schedule.

- Able to work under pressure.

- Have several hours of kitchen experience.

- Excellent team player.

- Ability to perform well without close supervision.

- To succeed in an environment of growth and self-development that help me achieve personal as well as organization goals.

- Able to quickly grasp and adapt to new concepts, technologies and environments

**Educational Background**

**2015 – Present** : Sekolah Tinggi Pariwisata Trisakti, Bintaro

(Hospitality/Food & Beverage)

2014 : Fachochschule Sudwestfalen, Germany.

(ERP System & Business Plan Study)

2011 – 2014 : SGU University, BSD, Tangerang.

(Majoring in International Marketing)

2007 – 2010 : Bina Tunas Bangsa Senior High School, Bintaro, Tangerang.

2004 – 2007 : Ricci 2 Junior High School, Pondok Aren, Tangerang.

1998 – 2004 : Ricci 2 Elementary School, Pondok Aren, Tangerang.

**Working Experience**

**2012 (Internship) - PT. Metropolitan Kentjana Tbk – Pondok Indah Group, Jakarta**

Tax Department Under Financial Division

- Data entry and analysis and producing reports for event stakeholders.

- Prepare, organize and handle all tax documents, reports and statements.

- Manage and update the database.

- Perform several clerical and secretarial duties such as type, print or copy documents and reports, receive and send emails.

- Perform other required tasks.

**2014 (Internship) - Wirtschaft marketing Soest Stadthalle Gmbh, Soest, Germany**

Sales & Marketing Department

- Data entry and analysis and producing reports for event stakeholders.

- Answer and respond to customer inquiries about their event matters.

- Prepare, organize and handle all tax documents, reports and statements.

- Manage and update the database.

- Perform several clerical and secretarial duties such as type, print or copy documents and reports, receive and send emails.

- Perform other required tasks.

Kitchen Department

- Assists with chief as assigned.

- Assists with food preparation, meal service as assigned.

- Assists with preparation for and distribution of daily snacks as assigned.

- Checks appropriate temperature, fresh of food on line.

- Maintains and cleans work area.

- Perform other related duties as assigned by management.

**Language**

Indonesian : Mother tongue

English : Excellent in oral and written

German : Passive skills

Mandarin : Passive skills

**Other Skills**

Microsoft Office Suite, Adobe

**References**

Provided upon request.

“I know that I am lack experience but I am eager to learn new things. I am a self-motivated person and I do not lack self-confidence. I have a good communication skills and I am able to perform well with team. I have a passion for my work and I will do my best to become an asset to your company.”