**Resume**

**Sherly W Sari, B.Comm**

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**PERSONAL PARTICULARS:**

Age : 21 years Marital Status : Single

Nationality : Indonesian Permanent Residence: Indonesian

**EDUCATION**

**Curtin University, Sydney, Australia**

Major : Marketing

Graduated : June, 2015

**Monash University, Kuala Lumpur, Malaysia**

Second Year, first semester – Transferred to Curtin University in Sydney

Major : Marketing and E-Business

Graduated : June, 2015

**Canadian International Marticulation Programme, Kuala Lumpur, Malaysia**

Graduated : June 2012

Grade : Average of 80% above.

Teachers : Teachers were from Canada

**Sunway International School, Kuala Lumpur, Malaysia**

Graduated : June 2011

Grade : Average of 80% above.

Teachers : Fully Canadian teachers.

**WORKING EXPERIENCE**

**1. Ministry of Foreign Affair of Republic of Indonesia, Jakarta, Indonesia.**

November 2014 – February 2015

Directorate of Information and Media

* Writing weekly report
* Organizing various official events; weekly press briefing, Annual Press Release Statement 2015, Christmas celebration with The Ministry of Foreign Affair of Indonesia, etc.
* Data entry
* Compiling news from various online and offline media for the officials.
* Master of Ceremony in the department meeting.
* Public relation; getting in-touch with various governmental institutions, media, and many other officials.
* Media facilitate

**2. China Bowl, Punchbowl, Sydney, Australia**

January 2014 –April 2014

Waitress

* Waiting tables
* Taking orders

**3. Groupon Malaysia**

August – Sept 2013

Web Editor

* Creating deals
* Editing the deals on the website
* Editing Web

**4. Ochado, Sunway Pyramid branch, Kuala Lumpur, Malaysia**

June –September 2012

Cashier

* Assisted to be a cashier in Ochado
* Assisted to report any message from Sunway Pyramid Management to the boss

**5. Monash University Volunteering Program, Kuala Lumpur, Malaysia**

July 2013 – July 2013

Volunteer

* Assisted to teach language and art to children in the children house
* Write weekly report to the head of MUVP about the activities that have done
* Developing the idea and material to teach the children

**VOLUNTEERING EXPERIENCES**

**1. DoctorShare**

Early 2014 - current

Indonesian – English translator

* Translating documents, press release, website, and any other documents from Indonesian into English language.

**2. Variety**

A day volunteering

Care-taker, Ice-Skater

* Taking care of people with special needs
* Entertaining the kids by playing ice-skating with them
* Fund-rising

**3. Variety**

A day volunteering

Traffic Officer

* Watching and managing the traffics in order
* Hosting ‘Santa-Fun-Run’event in Sydney
* Fund-rising

**4. Bangsa Ria, Kuala Lumpur, Malaysia**

March 2013 – July 2013

Care-taker

* Taking care of people with special needs
* Teaching every simple things that they are special at
* Fund-rising

5. **Rohingya Children House, Kuala Lumpur, Malaysia**

July 2012 - Oct 2012

Art Teacher

* Teaching children simple hand-crafts
* Teaching simple English
* Children aged 5 – 17 years old

6. **South East Asia Ice Hockey 2011, Kuala Lumpur, Malaysia**

A day volunteering

Score Keeper

* Keeping scores

**7. Earth Day 2010, Kuala Lumpur, Malaysia**

A day volunteering

Tree planter

* Planting trees

**COMPUTER SKILLS**

MS Office, Excel, Powerpoint, Word Perfect, Linux, Adobe Acrobat Reader, Multimedia & Internet, Adobe Photoshop, Adobe After Effect, Adobe Ilustrator, etc. Additionally, technical skills in creating deals and uploading deals to the website I learnt when I was in Groupon.

**LANGUAGE SKILLS**

Spoken Written

English Excellent Excellent

Bahasa Malaysia Good Good

Mandarin Good Fair

Bahasa Indonesia Excellent Excellent

**OTHER**

Google Adword Challenge:

Planning campaign, creating campaign contents, monitoring campaign daily movements, managing budgets and costs of campaign, and stopping the campaign. It was a truly valuable experience that not everyone could get.

Capsim – Business Simulation:

The business simulation software program allowed each player to set up a company and needed to compete for 8 weeks among each other. The players will need to make decisions each week on R&D, finance, marketing, human resource management, and production line in order to compete in the market through the up and down of economic situations. Therefore, this software allows me to improve my management skills, financing, marketing, communication, etc.

**Referees:**

1. Evi Lanasier – Senior marketing lecturer in Curtin University

Contact: E.Lanasier@cbs.curtin.edu.au

1. Okky Palma – Head of Functional Division in Directorate of Information and Media at Ministry of Foreign Affairs of Republic Indonesia.

Contact: okky.palma@kemlu.go.id