

**Shabila Arben, S.Pd**

Place / Date of Birth : Jakarta / October 3rd 1989  
Sex : Female  
Address : Jalan 18/21 No. 179A  
Taman Sri Serdang 43300  
Selangor Darul Ehsan  
Email address : shabilaarben@gmail.com  
Languages : English, Indonesian, Japanese, Malay  
Hobbies : Music, Painting, Reading.

**Formal Education:**

2007- 2012	Japanese Education Department, Language and Arts Faculty, State University of Jakarta, Indonesia
2004 - 2007	68 Senior High School, Jakarta, Indonesia
2004 - 2001	Xaverius Junior High School, Jakarta, Indonesia
2001 - 1995	Fransiscus Elementary School, West Sumatera, Indonesia

**Work Experiences:**

December 2012 – May 2013

Anstech Services, Kuala Lumpur, Malaysia

**Marketing Executive**

- Achieve target sales as requested by the company.
- Entertain clients and maintain goodwill with existing and potential clients
- Liaising and networking with a range of stakeholders including customers, colleagues, suppliers and partner organisations.
- Communicating with target audiences and managing customer relationships.
- Sourcing advertising opportunities and placing adverts in the press - local, regional, national and specialist publications - or on the radio, depending on the organisation and the campaign.

- Managing the production of marketing materials, including leaflets, posters, flyers, newsletters, e-newsletters and DVDs.

Desember 2008 – October 2012

Cantata Institute of Arts, Jakarta, Indonesia

July 2011 – October 2012, **Education Coordinator Assistant**

- Coordinator of Educational Operations.
- Manages Educational programs and events such as “Cantata Youth Musician Annual Concert”, “Theory is Fun Competition”, “The Joy of Choir”
- Assist in educational marketing projects for the music school, including assisting in the production educational articles and videos.

Desember 2008 – June 2011, **Part Time Violin Teacher**

- Provide 30 minute to 60 minute weekly music lessons to students of all ages and abilities.
- Assess student skill and music knowledge during initial meeting and provide appropriate teaching of music theory and instrument instruction so that students can progress toward their musical goals.
- Instructors will be expected to prepare students for student recitals.
- Arrange and perform at the school's recitals and other events.

September 2009 – June 2011,

Min Adam BB Senior High School, Jakarta, Indonesia, **Japanese Teacher**

- Carry out the professional duties of a teacher as circumstances may require and in accordance with the school's policies under the direction of the Principal.

- To be an effective professional Japanese teacher who demonstrates thorough curriculum knowledge, can teach and assess effectively, take responsibility for professional development and has students who achieve well.

### **Organization Experience**

2007 – 2008 : Staff of Education Department, Japanese Student Council, State University of Jakarta, Indonesia.

2009 – 2010 : Staff of Mikosi (Minat, dan Seni) Department, Japanese Student Council, State University of Jakarta, Indonesia

### **Certificates**

2004, 1st place, **Speech Contest, Japanese Culture Festival**, Bung Hatta University, Padang, Indonesia

2007, **Leadership training for Future Leaders**, Depok, Indonesia

2009, **Microteaching**, State University of Jakarta, Indonesia.

2010, **KKN**, Japanese Departement of State University of Jakarta, Indonesia.

2011, **N3 Japanese Language Proficiency**, Jakarta, Indonesia.

### **Publication:**

2011, The Use of *Anime* as Instructional Media in Conversastional Ability. Submitted and presented at “Japan Week Festival” Bandung, Indonesia.

### **References:**

#### **Poppy Rahayu, M.Pd**

Telephone : +62818924867

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Position : Head of Japanese Education Departement

Institution : State University of Jakarta

**Dewi Atmodjo, S.Sn**

Telephone : +6287878060858

Email : education.theory@cantata.web.id

Position : Head of Theory Departement

Institution : Cantata Music School, Jakarta, Indonesia

**Murnihati Hoeriah Adam, M.Pd**

Telephone : +60127283224

Email : murnihati@gmail.com

Position : Headmaster

Institution : Min Adam BB Senior High School, Jakarta, Indonesia