

Nicholas Edmund Tanaka

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WORK EXPERIENCES

Tutoring Teacher — Teluk Gong, Jakarta

Mar 2022 — Jan 2023

Bimbel Fajar

- Taught 7 primary students and 2 junior high school students in various subjects, focusing on enhancing their academic performance.

Tutoring Teacher — Teluk Gong, Jakarta

Jan 2023 — Ags 2024

Bimbel Masda

- Took responsibility for providing additional tutoring sessions, including evening classes, to help students excel in their exams.

Food & Beverage Team Member — Westin School Bazaar, Jakarta

September 2023

Event Organizer & Sales

- Collaborated with a team to track inventory, manage stock levels, and maximize sales revenue for the event.
- Assisted in managing a food stall during the school bazaar, handling sales, customer service, and cash transactions.

EDUCATION

Universitas Indonesia — Depok, West Java

Ags 2024 — Jun 2028

Bachelor of Engineering in Computer Engineering

- Highly motivated to engage in academic projects, extracurricular activities, and research opportunities to gain hands-on experience and contribute to the field.

Westin School — Teluk Gong, Jakarta

Jul 2021 — Jun 2024

Science Major

- Participated in various school events and community services.
- Held leadership roles in organizing activities and managing teams.

ORGANIZATIONS EXPERIENCES

EXERCISE FTUI — University of Indonesia

Feb 2025 — Feb 2026

Creative Marketing Staff

- Developed promotional strategies and digital marketing content to increase engagement for events.
- Assisted in content planning, copywriting, and branding initiatives to enhance organizational visibility.

KMBUI — University of Indonesia

Feb 2025 — Feb 2023

Multimedia Division Staff

- Produced and edited multimedia content, including videos, posters, and digital announcements for events and religious activities

Student Council — Westin School, Jakarta

Jul 2021 — Jun 2023

Events Documentation Coordinator

- Held leadership roles in organizing activities and managing teams.
- Became Person-in-Charge (PIC) for the school's open house event, coordinating logistics, scheduling, and ensuring a successful event with over 300 visitors.
- Participated in various school events and community services.

Multimedia Club - Westin School, Jakarta

Jul 2021 — Jun 2023

Videographer and Video Editor

- Created informational videos covering topics such as exam week, school event and event schedule, used as educational resources for students and staff.

ADDITIONAL INFORMATION

Softskills : TimeManagement, Organizational Skills, Communication, Relationship Building, Adaptability

Hardskills : Figma, Wondershare Filmora, Canva, Lightroom

Languages : Bahasa Indonesia(Native Proficiency), English(Standard Working Proficiency)

Interests : Cyber Security, Software Engineering, UI/UX Design