**RESI WINDARTI**

Jl. Oscar 4 Blok C49 RT. 006/002

Bambu Apus-Pamulang

Tangerang Selatan 15415

**POSITION**

* Administration Staff
* HRD Staff
* Operating Telephone

**SKILL**

* Able to operate computers (Ms. Office, Internet and Adobe)
* Ms. Office Excel
* Ms. Office Word
* Ms. Office Power Point
* Adobe Photoshop
* Adobe Ilustrator
* Adobe Indesign
* Knowing about Filling Management
* Understand about Typing Blind System

**PERSONALITY**

* Discipline
* Honest
* Can work with team
* Can be Trusted

**EDUCATION BACKGROUND**

* Politeknik LP3I Ciputat 2014 - at present

Majoring Office Management

* ISLAMIYAH Ciputat Vocational High School 2011 - 2014
* MTs Al-Ihsan 2008 - 2011
* Bambu Apus 2 Elementary School 2002 – 2008

**ORGANIZATION EXPERIENCE**

* Member of Pramuka : 2005-2007
* Member of Paskibra : 2009-2010
* Panitia Pesantren Kilat : 2011
* IT Club : 2012

**TRAINING & CERTIFICATES**

* Beauty Class in LP3I Ciputat by Inez 2014
* Pengelolaan Sistem Kearsipan 2015
* PKL “Library and Training Execution” in PT. TRIPATRA 2012
* Uji Kompetensi Keahlian (UKK) 2013/2014
* Entry Data BKKBN Se-DKI Jakarta 2015
* TANDONMAS MANDIRI 2011
* Ujian Keterampilan Komputer 2014
* Uji Kompetensi Pelatihan “LINUX SERVER BASIC”
* Workshop Persiapan Menuju Dunia Kerja 2014

**PERSONAL DETAIL**

* Place and Date of Birth : Banjarnegara on May 26, 1996
* Gender : Female
* Religion : Moslem
* Marital Status : Single
* Nationality : Indonesian

**REFERENCE**

* **Mulyadi, SE**

Kabid Kerjasama dan Penempatan Kerja

Politeknik LP3I Jakarta Kampus Ciputat

No. Telp: 081286014930