

Tika Chandriana

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EDUCATION

Sekolah Tinggi Bahasa Asing INDONESIA LPI | English Language and Literature

Sep 2014 - April 2019

Awards: The most outstanding student in STIBA INDONESIA LPI of the academic year 2014 – 2019

EXPERIENCE

Administrative Secretary | Kanaan Global School

June 2022 - Present

- Provide clerical and administrative support to the principals, vice-principals, and support teaching staff as policy directs. I help to arrange the agenda of conferences, meetings, and travel reservations for the principals both using school resources and out-of-school arrangements.
- Compose and distribute the MoMs and the routine correspondence to staff and other departments
- Maintain and oversee all recordkeeping for students and staff
- Collaborate with the Marketing department to upsell and follow up forward actions of enrollment data

Tutor | Klas

March 2020 – Present

- Facilitate students aged 3 until 12 years who study English privately or in a small group with innovative teaching and learning methods
- Working with students to help them understand key concepts and equal approaches, especially those who find difficulties in studying English in the classroom
- Conducting pre-test and post-test to oversee the improvement of the lesson and give offerings feedback on progress to student's parents as appropriate

Substitute Teacher | SMPK 1 BPK Penabur Jakarta

Sep 2019 – Dec 2019

- Led classroom activities for student-based study and immersive learning of English subjects to the grade 8th and 9th students and deliver lessons based on a prepared lesson plan
- Proctored quizzes or tests and standardized examinations made learning evaluations by enlarging the lesson goals in accordance to the key concepts and lesson plan
- Conducted tests and applied a student-based study method to widen the lesson concept and delivered the extra class to a small group discussion for whom have found the difficulties in current chapters

Assistant Teacher | St. Mikael School

April 2018 – June 2018

- Assisted the lead teacher in teaching English to elementary level students, grades 1 and 2 (4 classes in total) and discussed about the lesson plan, teaching methods, and classroom management
 - Collaborated with the lead teacher to recognize students' issues are facing and recommend solutions
 - Helped the lead teacher with a new method named "sing a song" to help students to introduce and keep up with new vocabulary
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ORGANIZATIONS

Treasurer | PS. Misserikordias and Youth Choir

Mar 2015 - Present

- Oversees the financial transactions and fundraising efforts going in and out of an organizing committee
- Planning the yearly programs and budgets, record-keeping, and managing the incoming and outgoing funds together with other organization committees and advisors

Event Chairperson | Make-Up Class with Sariayu Martha Tilaar

April 2017

- The first make-up class event that the youth organization has been conducted. It successfully participated by 150 persons (from the target of 75 persons of Sariayu Martha Tilaar's team. The participants got a chance to have the Make-Up class session directed by Sariayu Martha Tilaar's team, free consultation, and redeem vouchers.
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SKILLS: Leadership | Teamwork | Problem-Solving | Public Communication | Organization | Computer Skills