

ABIGAIL JANISSA

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EDUCATION

University of Indonesia

Bachelor of Humanities | 2014 - 2019

- Chinese Studies major
- 3.00 GPA
- Member, UI Buddy Club

6 State High School Jakarta

Valedictorian | 2011 - 2014

- Graduated with honors for the Social Science major
- 1st Place Winner, National University English Essay Writing Competition 2011

SKILLS

Soft Skills

- Time Management
- Communication
- Adaptability
- Creativity
- Teamwork
- Organization
- Willingness to learn
- Critical Thinking

Hard Skills

- Multilingual
- Social Media Savvy
- Digital Illustration & Design
- Microsoft Office
- Brand Development
- Copywriting
- Creative Writing

FREELANCE EXPERIENCE

Private Tutor for Children

2018 - Present

Movie Reviewer & Content writer

Cinematic ID | 2016 - 2018

Event Handling

Livescape Asia | 2019

WORK EXPERIENCE

Social Media Officer

Weddingku | 2020

- Manages social media platforms. (Facebook, Instagram, & Twitter)
- Make weekly editorial plans for social media posts.
- Create enticing contents to attract followers & increase engagements, impressions, & reach.

Brand Development & Business Relations

Cineverse ID | 2018 - Present

- Create branding strategies on how to develop the brand.
- Develop and maintain detailed business plans.
- Develop contents and projects to gain positive exposure.
- Initiate and develop relationships with clients for business growth.
- Monitors social media growth.

Translator

Anindyatrans CS | 2018 - Present

- Translates official documents, product packages, technical manuals, news articles, brochures, etc from and to Chinese, English, and Bahasa Indonesia in accordance to their respective grammar.

Logistics Officer

Wuhan Fiberhome International Technologies Co., Ltd
2019 - 2020

- Ensured all aspects of logistics are working together to fill orders & deliver materials on a timely basis.
- Helped in planning project sites set-ups.
- Coordinated, directed, & monitored employees, contractors, & others' activities when executing an assigned project.

Private English Tutor

emNTWRK | 2016 - 2017

- Taught students from a professional background
- Helped students prepare for IELTS and or TOEFL
- Came up with lesson plans

Database Administrator

Quipper School Indonesia | 2015

- Updates and maintain information on systems for the app & website
- Monitored new data input

Public Relations Intern

Global Entrepreneurship Program Indonesia | 2015

- Managed social media accounts (Facebook & Twitter)
- Developed social media strategies to increase followers & traffic
- Created graphics for daily postings
- Interviewed aspiring startup owners for weekly web articles