


DAFTAR RIWAYAT HIDUP



ADE NOVIANI

College Student of Communication

Hello, my name is Ade Noviani, you can call me "Ade". I'm a university student majoring Communication Science with a minor in Public Relations at Universitas Pembangunan Jaya. I was born on November 23, 2000. Personally, i am hardworking, communicative, easy going, tolerant, dicipline, eager to learn new things, friendly, and passionate in building a great team.

FIND ME

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 Jl. Batu Raden Raya No. 09, RT 08/12, Bencongan - Kelapa Dua, Kab. Tangerang

INTERESTS

- Social Media
- Digital Marketing
- Environmental Communication

SKILLS

Communication	● ● ● ● ●
Team Work	● ● ● ● ●
Public Speaking	● ● ● ● ●
Creative Writing	● ● ● ● ●
Social Media Management	● ● ● ● ●
Event Management	● ● ● ● ●
Canva	● ● ● ● ●
Master Of Ceremony	● ● ● ● ●

LANGUAGES

• Indonesian	Native
• English	Not Fluent

EDUCATION

- 2015 - 2018
Vocational High School
SMKN 1 Kota Tangerang
- 2018 - Present
College Student
Universitas Pembangunan Jaya

ACHIEVEMENTS

- The Highest Score In Office Administration Majors - 2018
Ranked third with the highest score in office administration majors
- The Best Highest Score Nominee - 2018
Nominee third of the best highest score of introduction to communication studies in "Communication Awards 2018"
- The Best Paper Of Mass Communication - 2020
Winner of the best paper of mass communication in "Communication Awards 2020"

WORK EXPERIENCES

2017 • 2017

**Accounting Receivable
Hypermart Departement Store**

Prepared invoices, affixed stamps, handled documents filing, and received customers calls.

**Administration Of Traffic Violation
Ticket**

Kejaksaan Negeri Kota Tangerang
Handled payment receipts, handled informaton submission into the system, and handled documents filing.

ORGANIZATION EXPERIENCES

2019 • 2019

**Member Of Non Academic Divison
HIMAKOM UPJ**

Planned, executed, and evaluated the event's, such as comm days, beauty class, discussion forum, and found non academic competition.

**Member Of Event Planner
Collaboration Festival (CoFest 2019)**

Planned the event's content and concept, such as seminar. Handled communication and contact with speakers of the seminar. Executed the event and made sure the event went without issue.

2019 • 2020

**Social Media And Content Writer
@wifikampus**

Created, designed, planned, and managed the content's of @wifikampus Instagram account.

**Member Of Operation Division
LDK Complete UPJ 2020**

Prepared and procured equipment and items needed for the event.

2020 • 2021

**Finance Committe
Communication Awards 2020**

Responsible for the event's financial, compile the budgeting of the event, responsible for the income and outcome, responsible of all division's budget and outcome, compile the final outcome, and make financial report.

**Finance Committe
Collaboration Festival 2021**

Responsible for the event's financial, compile the budgeting of the event, responsible for the income and outcome, responsible of all division's budget and outcome, compile the final outcome, and make financial report.