

# DAFTAR RIWAYAT HIDUP



The resume is a vertical document with a dark blue and orange color scheme. On the left side, there is a circular profile picture of Gaiska Rahmanita, a young woman wearing a hijab. The right side contains the main text, organized into sections: Profile, Experience, Education, Contact, Job History, and Skills. The text is in a clean, sans-serif font, with section headers in bold and orange. The background features a dark blue triangle at the top left and an orange triangle at the bottom right, meeting at a diagonal line.

**GAISKA RAHMANITA**  
UNIVERSITY STUDENT

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**CONTACT**

Mobile: 081293985285  
E-mail: Gaiska.Rahmanita@student.upj.ac.id  
Location: Pamulang, South Tangerang

**EXPERIENCE**

**Student Council**  
Treasurer  
2016 - 2018

**Student Body**  
Secretary  
October 2020 - October 2021

**EDUCATION**

**Pembangunan Jaya University**  
Major in Management  
2018 - now

**PROFILE**

I'm a university student of Pembangunan Jaya University who is looking for an apprenticeship in order to gain more experience and knowledge in my field.

**JOB HISTORY**

Organized an event for a high school open house competition. Organized a student orientation. Overall responsibility of handling events. Made PowerPoint presentations and presented it in front of the class.

Made proposals and reports of handling events. Had a responsibility managing organization's finances. Made Spreadsheets for organizing number of letters issued. Can easily made an administrative tasks, such as filing and photocopying.

**SKILLS**

- Event planning
- Write emails, memos, and letters
- Great at administrative tasks
- Take minutes during meetings
- Fast learner

Lampiran 1.1 Daftar Riwayat Hidup