

# DAFTAR RIWAYAT HIDUP



## DITA AZELIA SUBARMAN

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Jl Cileggang 2 Rt02/Rw01, Serpong, Tangerang Selatan, Banten, Indonesia

A six-semester student of Communication Studies from the faculty of Humanities and Business at Pembangunan Jaya University. I have experience planning several public relations campaigns (beauty brand campaigns, clothing brand campaigns, food & beverage campaigns, mental health campaigns, racism campaigns, and environmental campaigns). My huge passion for the public relations field makes me want to explore new challenges to sharpen yet broaden my skill.

### Work Experiences

<b>Universitas Pembangunan Jaya</b> - Tangerang Selatan, Indonesia	Jun 2020 - Sep 2020
<i>Social Media Marketing Intern</i>	
<ul style="list-style-type: none"><li>Interact with people on social media followers through comments or direct messages</li><li>In this internship, the social media team and I managed to increase the number of interactions on the social media of Pembangunan Jaya University by 60%.</li></ul>	
<b>Universitas Pembangunan Jaya</b> - Tangerang Selatan, Indonesia	Jan 2021 - Apr 2021
<i>Social Media Marketing Intern</i>	
<ul style="list-style-type: none"><li>Interact with people on social media followers through comments or direct messages</li><li>Create 4 content per week and post content on Social Media Universitas Pembangunan Jaya</li><li>Responsible for checking and updating content</li></ul>	
<b>Universitas Pembangunan Jaya</b> - Tangerang Selatan, Indonesia	May 2021 - Aug 2021
<i>Social Media Marketing Intern</i>	
<ul style="list-style-type: none"><li>Interact with people on social media followers through comments or direct messages</li><li>Create 5 content per week and post content on Social Media Universitas Pembangunan Jaya</li><li>Responsible for checking and updating content</li></ul>	
<b>Universitas Pembangunan Jaya</b> - Tangerang Selatan, Indonesia	Jan 2022 - Apr 2022
<i>Social Media Marketing Intern</i>	
<ul style="list-style-type: none"><li>Interact with people on social media followers through comments or direct messages</li><li>Create 6 content per week and post content on Social Media Universitas Pembangunan Jaya</li><li>Responsible for checking and updating content</li></ul>	
<b>PT. Media Nusantara Citra (MNC Media)</b> - Jakarta, Indonesia	Jun 2022 - Sep 2022
<i>Corporate Secretary</i>	
<ul style="list-style-type: none"><li>Media Monitoring</li><li>Press Release writing</li><li>Conducting Media Handling</li><li>Participating in Press Conference</li><li>Media Gathering</li></ul>	

### Education Level

<b>Universitas Pembangunan Jaya</b> - Tangerang Selatan, Indonesia	Aug 2019 - Aug 2023 (Expected)
<i>Undergraduate in Communications Studies, 3.64/4.00</i>	
<ul style="list-style-type: none"><li>Winner of the Best Mass Communication Paper for Communication Studies at Pembangunan Jaya University</li><li>Nominated for Best Audio-Visual Media Works</li><li>Successfully participated in the Kemah Budaya Kaum Muda (KBKM) 2021 for Purwarupa category to the national stage</li></ul>	

### Organizational & Volunteer

<b>UPJ Live</b> - Universitas Pembangunan Jaya	Oct 2019 - Dec 2019
<i>Scriptwriter</i>	
<ul style="list-style-type: none"><li>Writing scripts for UPJ Live's weekly news content approximately 5 news content and 1 reality show.</li></ul>	

**Volunteer at the blood donation activity** - Universitas Pembangunan Jaya  
*Consumption division*

Sep 2019

- Served as the person in charge of consumption in volunteer activities held by the student executive board of UPJ and PMI Indonesia

**Careers Virtual Job fair** - Indonesia

May 2022

*Event And Operations*

- I participated in providing interesting ideas and concepts for the Careers Virtual Job Fair 2022
- I am responsible as a liaison for the 21 companies participating in the Careers Virtual Job Fair 2022
- Careers virtual job fair was successfully attended by more than 1000 participants and 21 companies

### **Skills & Other Experience**

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- **Hard Skills:** Content Planning, Creative Desain, Manage Social Media, Making Press Release, Adobe Filmora, Imovie, VN Video Editor, Excel, Power Point
- **Soft Skills:** I am able to adapt to a new work environment, Good at Communication, I can manage my time well, I can work in a group well.