

DAFTAR RIWAYAT HIDUP



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EDUCATION

University of Pembangunan Jaya **Bintaro, South of Tangerang**
Faculty of Humanities and Business, Majoring Accounting (GPA: 3,57) *Graduation Year : 2023*

WORK EXPERIENCE

University of Pembangunan Jaya **Bintaro, South of Tangerang**
Student Ambassador *2019 - Present*

Maintained and conduct university marketing promotions in high schools in the form of presentations or educations through product knowledge in and out of JABODETABEK (Jakarta, Bogor, Depok, and Bekasi).

University of Pembangunan Jaya - Internship **Bintaro, South of Tangerang**
Admission support staff outside JABODETABEK *December 2020 - February 2021*

- Support database management activities in the form of Excel data sets.
- Follow-up related to the collection of information on prospective students.
- Managed dozens to hundreds of student data daily in Excel to promote university programs.
- Contribute to the completion of the Marketing Division's financial performance through the creation of transaction logs for activities performed.

Telemarketing Staff Outside JABODETABEK *March 2021 - May 2021*

- Follow-up database via telephone or WhatsApp.
- Advised and distribute the Pembangunan Jaya University editorial program regularly as well as scholarships.

Administration support in International Undergraduated Program *June 2021 - December 2021*

- Contribute to the administrative activities of the International Campus Program by gathering information about potential students.
- Promote the international undergraduate program through Whatsapp with chat publishers, posters and supportive videos.
- Accurately gather tens to hundreds of student data daily in Excel to promote university programs.

Social Media Intern *2020 - 2021*

Conduct social media marketing activities at Pembangunan Jaya University (Instagram and YouTube) to enhance interest in the campus.

Badan Pemeriksa Keuangan Republik Indonesia - Internship **Gatot Subroto, South of Jakarta**
Financial Bureau Accounting Intern *June 2022 - Present*

- Understand government accounting standards and descriptions of PNBK realization on other service revenue account disclosures.
- Assisting data administration activities in the Discussion of Inventory and Input of Inventory and Asset Transactions for the First Semester of 2022
- Understanding the Mechanism of Management and Administration of Non-Tax State Revenues Based on Legislation

ORGANIZATION EXPERIENCE

Accounting Gathering **Bintaro, South of Tangerang**
Member of the Publishing, Decoration and Documentation Division (RFP) *2020*

- Provide and create social media posters for Pembangunan Jaya University accounting students as a form of event notification.
- Provide and create background photos of the Twibbon and Zoom application in support of activities.
- Provide and issue certificates to committees, attendees and speakers for their participation in events.

Program Holistik Pemberdayaan dan Pendanaan Desa **Leuwibatu Village, Rumpin, Bogor**
Head of Education Division *Juni - September 2021*

- Conduct a check to record the conditions, data, and needs for PHP2D conditioning, which are carried out to prepare exertion proffers and fulfill executive conditions that will be transferred to the PHP2D commission.
- Come a fellow in the medication of a series of events and the need to support educational conditioning for scholars in Leuwibatu Village.
- Managed a liaison between division members and the star of SDN 05 Leuwibatu
- Guiding the scholars of Leuwibatu Village in several subjects.

Accounting Student Association **Bintaro, South of Tangerang**
Member of Education Division *2021 - 2022*

Serves as the person in charge of the section related to education, provides education and communicates to parties who take part in education (Scholars and Speakers) as well as perfecting academic capacities through discussion groups (coaching) led by a facilitator.

English Club Workshop ("Strategi Meningkatkan Score TOEIC") **Bintaro, South of Tangerang**
Event Divison *April - May 2022*

- Served as a detailed and specific schedule of events that coordinates and manages specialized matters during the event.
- Master of ceremony (MC) in workshop.

Accounting Gathering Night "Accounting Comebacks" 2022 **Bintaro, South of Tangerang**
Head of Accomodation Division *June 2022*

- Conduct surveys to record conditions, data, and accommodation needs for activities.
- Become a coordinator in the preparation and needs of accommodation.

SKILLS & INTERESTS

Skills :

- *Multitasking*
- *Public Speaking*
- Microsoft (Excel, Word, Power Point)
- *Accuracy*
- *Service Minded*
- *Team Work*
- *Fluent in English*

Interest :

- *Stategic dan Operational*
- *Analyst*
- *Public Speaker*
- *Sport*