

DAFTAR RIWAYAT HIDUP

**AURELLIA SALSABILA
SEKARTAJI**

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Active as a student majoring in information system at Pembangunan Jaya University. Ever led as a head of public relations division in the information system student association and as a student ambassador on campus. Responsible and highly dedicated.

WORK EXPERIENCES

DATA ANALYST STATISTIC

LPP TVRI | Central Jakarta, Indonesia

July 2023 – October 2023

Carry out statistical calculations regarding the increase and decrease in weekly social media reports. And create data recapitulation based on statistical data from @tvrinasional social media insight reports using meta business suite, ms. excel, and canva.

TELEMARKETER

Unit PHA UPJ | South Tangerang

October 2021 – Present

Promote Universitas Pembangunan Jaya to high school students by using telephone media and messages via WhatsApp.

MULTIMEDIA INTERN

Unit ICT UPJ | South Tangerang

August 2022 – February 2023

Producing a video of application usage service guidelines used by Universitas Pembangunan Jaya to be published on youtube channel TIK UPJ.

ORGANISATIONAL EXPERIENCES

LED AS A HEAD PUBLIC RELATIONS

Himpunan Mahasiswa Sistem Informasi UPJ

September 2022 – May 2023

- Social media content management
- Make a content creation plan
- Make a broadcast script
- Provide academic related broadcast to all Information System Student
- As a contact between students, lecturers, and other associations

PUBLIC RELATION COORDINATOR

GidHub 2022

January 2022 – June 2023

- Make a content media plan
 - Make a Broadcast to promote GidHub 2022 Event
 - Giving invitations about GidHub 2022 events to high school and universities
 - Become a link between event activities
 - As the publication GidHub 2022 event
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EDUCATION

UNIVERSITAS PEMBANGUNAN JAYA

Undergraduate in Information System

2020 – Present

- Active as a student of the Information Systems study program
 - Relevant coursework: Data Analyst, Business Analyst, Testing & Implementation
 - GPA 3,58
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SKILLS

- Analyst
 - Microsoft Office
 - Telecommunication
 - Fast Learning
 - Ability to work in a team and individuals
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