

# Curriculum Vitae

## Tiara Ismaya Nursyifa

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### PERSONAL PROFILE

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I am currently pursuing a degree in English literature and journalism at Universitas Pasundan, where I am dedicated to developing my skills in language and communication. Experienced as assistant producer at renowned Radio channel, allowed me to understand the effective way of content creation. Additionally, as a project manager I possess strong organizational skills and the ability to create detailed plans and manage schedules effectively. Combining my academic knowledge, practical experience in media production, and linguistic abilities, and time management I believe I can contribute to the success of any project or organization I am involved in.

### EDUCATION

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#### **Faculty of Art and Literature, Pasundan University**

Bandung | September 2018 – Present

#### **Relevant Experience**

##### **Formal**

As an Art and Literature Student I formally partake in multiple formal curriculums and extracurricular activities that gave me insights in multiple area of knowledge such as

- Copywriting
- Journalism
- Communication skill

##### **Informal**

In my pastime, I engage in a variety of activities that not only keep me occupied but also contribute to my personal and professional growth. One such activity is project management, where I take on the responsibility of planning, organizing, and overseeing various projects from inception to completion. This entails defining project goals, creating timelines, allocating resources, and coordinating with team members to ensure successful outcomes such as.

- Project Management
- Time Management
- Negotiation

### EXPERIENCE

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#### ***Freelance Project Managing (Freelance)***

Bandung | January 2022 – Present

Work as acting project manager for multiple scientific literature projects.

- Project Timeline
- Project Roadmap
- Meeting Scheduling
- Cost negotiation

#### ***Producer Assistant at Radio Cakra Bandung (Renowned Radio Channel)***

Bandung | January 2022 – March 2022

As an acting producer assistant i am responsible as follows

- Script Writing  
Create and write the script needed for Sarapan Pagi program
- Assisting announcer  
Responsible as assisting announcer for morning program
- Copywriting  
Developing a script for a sponsored product commercial break such as Amidis mineral water.

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#### **ORGANIZATIONAL EXPERIENCE**

***BerandaLab*** (Social Lab Research Group)  
June 2021 – Present

A Researcher in a Multidisciplinary Research Laboratory

- Conducting Research and Survey for scientific literature purposes

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#### **LANGUAGES**

Indonesian – Native | English - Proficient

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#### **SKILLS**

- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint
- Google Spreadsheets
- Copywriting
- Script Writing
- Team Management
- Project Management