|  |  |
| --- | --- |
|  | Dewi Sophie Halimah |
| Place & Date of Birth | : | Bekasi, 21th of May, 1996 |  | Address | : | Kp. Curug RT 011 RW 06 Cipinang Melayu, Makassar, Jakarta Timur  |
| Nationality | : | Indonesian |  | Phone | : | 0858 8229 9289 |
| Marital Status | : | Single |  | E-mail | : | sofi1194@gmail.com |
|  | Sex | : | Female |  |  |  |  |
| EducationalBackground | * **Accounting**Universitas Pancasila
 | **2015 - present** |
| * **Computer and Networking**

SMK Negeri 26 Pembangunan Jakarta | **2011 - 2015** |
| * **SMP Negeri 252 Jakarta**
 | **2008 - 2011** |
| * **SD Negeri Cipinang Melayu 11 Petang**
 | **2002 - 2008** |
| * **TK Islam Sartika**
 | **2001 - 2002** |
|
| Work Experience | * Worked as Technical Writer at PT. Lantisse Pinnacle Asia, Jakarta

**2014 – present**Job Description :* Determine the needs of end users of technical documentation.
* Study product samples and talk with developers.
* Work with technical staff to make products easier to use and thus need fewer instructions.
* Organize and write supporting documents for products.
* Use photographs, drawings and diagrams that increase users’ understanding.
* Revise documents as new issues arise.
* Create a user guide for products.
 |
| ProfessionalSkills | * Drawing diagram in Microsoft Visio, Edraw Max, StarUML, and other drawing software.
* Well-Writing in Bahasa Indonesia and English
* Familiar with MySQL Database.
* Familiar with PostgreSQL Database.
* Familiar with Microsoft Access Database.
* Able to operate Microsoft Word, Microsoft Excel, Microsoft Power Point and Microsoft Project.
* Speak fluently in English and Bahasa Indonesia.
 |
| SuccessfulProject | * Making a project progress report for ERP Application at PT. KALOG.
* Create user guide for ERP Application at PT. KALOG
* Create user guide for BPOM
* Create full documentation project for ERP Application at PT. Transportasi Jakarta.
* Create coding documentation for BMKG Software at Badan Meterologi Klimatologi dan Geofisika (BMKG).
 |