



TENGKU SYAH HUTAMA

Creative Officer

PROFILE

An experienced creative officer who majored in English linguistics. Specializing in written and oral communication, I've done lots of meaningful projects which obligated my leadership and creativity as a digital marketer for the past two years. Today, I have the chance to manage and plan some social media content as my full-time job. These experiences made me master at using some software such as Adobe Family, Canva, Ms. Office, etc. Moreover, I also was trained by an Australian company, Influx, as a support agent in handling customers internationally. In 2020, I was believed to be responsible as a document controller for a successful ISO 9001: 2015. Those times, then, led me to have the abilities, adaptability, integrity, and persistence in myself. Therefore, I'm confidently able to achieve the company's goal in both communicating and responding to the customers with empathy through social media.

CONTACT

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ACHIEVEMENTS

- **1st Winner** of English Reporter 's Competition UAI (Apr 16)
- **Cum Laude** at graduation XXI of UAI (Aug 19)

SOFTWARE



EDUCATION

English Linguistics, Universitas Al Azhar Indonesia "UAI" (Sep 15 – Feb 19)

GPA: 3.60/4.00 • UAI TOEFL: 590 / 677 Jan 19, ETS TOEFL: 510/677 Apr 21

EXPERIENCES

Founder & Teacher at Critical in English, Cringé (Sep 20 – Now)

- Making critical and creative thinking method in teaching students through listening, reading, speaking, and writing aspects
- Supervising each student's academic writing learning and creating a platform for them to host a weekly discussion in speaking and managing its Instagram contents

Freelancer of social media content for @feelinsunday (Jan 21 – Apr 21)

- Planning, creating, and managing contents for Feelin' Sunday's Instagram daily feed
- Increasing and reporting the engagement of audiences & sellers monthly

Support Agent Apprenticeship // Influx (Oct 20)

- Handled ticket towards international customer's demands through Zendesk

Digital Marketer // PT. Modern Jaya Farma (Oct 19 – Jul 20)

- Designed collateral printings and the writings for products' details on brochures, catalogues, id-cards, presentations, invitations, etc. based on sales' demands
- Managed its Gmail and social media daily contents (Photos, videos, and captions) in Facebook, Instagram, and WhatsApp and built and maintained its official website as beginner level
- Created contents such as company profiles, vision-mission translations, and re-designed its related legality files and facilitated the digital platforms need for the staff's monthly meeting
- Responsible as center of document control (CDC) for an International Organization for Standardization (ISO) 9001:2015 project and coordinated with company's partner in regards of event's promotion

Internship Staff // Cabinet Secretariat of the Republic of Indonesia (Oct 18)

- Translated, transcribed, wrote, and made memorandums about Mr. President's activities for its official website under the Assistant to the Deputy State Document & Translation

Member of Art Division // UAI (Nov 16 – Nov 18)

- Content-maker for English Department's social media and wall magazine and participated in concepting the art events and their implementations

SKILL AREA

- Communicator • Social Media • Creative Writing • Translating • Content Planning
- Brainstorming • Analyzing • Transcribing • Photography & Videography • Website