



ASTEEN RETNO MUKTI

FUNGSIONASI I-SECRET

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Address

GBI Kedungmundu, Semarang

Education

Universitas Negeri Semarang

2024 - Now

SMA Negeri 1 Telukdalam

2021 - 2024

Skills

- Writing
- Proficiency Microsoft Office
- Time Management
- Digital Document Management
- Interpersonal Skills
- Photography

Language

- English

Experiences

Organisasi Siswa Intra Sekolah (OSIS)

2023 - 2024

Koordinator Seksi Bidang Literasi dan Publikasi

- Ability to lead and coordinate activities, ensuring effective collaborations among team members.
- Capable to plan, organize, and execute events and publications efficiently.
- Experience to engage with school community and promote literacy initiatives effectively

Organisasi Siswa Intra Sekolah (OSIS)

2022 - 2023

Anggota Seksi Bidang Literasi dan Publikasi

- Skilled in writing and editing articles, text, and promotional materials to effectively communicate literacy initiatives.
- Capable to designing posts for social media
- Efficient in managing multiple tasks and deadlines associated with publishing schedules and event planning.

Kepanitiaan Hari Guru Nasional 2023

2023

Sekretaris

- Skilled in recording and managing data related to participation, awards, and other needs to ensure transparency and program effectiveness.
- Capable of providing information about the agenda, location, and instruction all parties involved in the event.
- Experience in organizing and overseeing large events like National Teacher's Day.

CERTIFICATE

Writing "Menenun Inspirasi Bersama Waktu"