

Winda Marlina Juwita, M.Pd.

Sekeloa Utara-Dipati Ukur (Coblong), Bandung | (Ph) 08993949392 | winda.mj@gmail.com

December, 2017

HRD Manager

Honda IBRM

RE : Open Recruitment Field Operation Area (RO)

Dear Human Resources Manager,

My name is Winda Marlina Juwita and im applying for the position of Field Operation Area with your company as I seen in <http://www.hondaibrm.co.id>. After you review it you will understand why I want to apply. I am familiar and skilled with a broad range of administrative tasks that help maintain the office. I have acquired exceptional analytical and organizational skills that allow me to tackle any and all issues that occur in the field.

Honestly, I have a background in Education Program. I finished my Bachelor Degree of Education from Indonesia University of Education Bandung and reached my Master Degree of Education in December 2016 from the same University. My most recent position as Lecturer and Teacher also Methodology developer, I had the opportunity to develop the skills and experience necessary to succeed in your company. I'm good on skill communication like doing presentation, communicate with other, work with team, etc.

The opportunity presented in this listing is very interesting, and I believe that my strong technical experience and education will make me a very competitive candidate for this position. Please review my enclosed resume, you could ask me for additional details regarding my experiences. If you agree that my qualifications meet your needs, call me anytime. I look forward to hearing from you. Thank you for your time and consideration.

Sincerely,

Winda Marlina Juwita

WINDA MARLINA JUWITA, M.PD.

Sekeloa Utara-Dipati Ukur (Coblong) , Bandung | (Ph) 08993949392 | winda.mj@gmail.com

Name : Winda Marlina Juwita
Date of Birth : Cianjur, 23 Mei 1991
Adress : Sekeloa Utara – Dipati Ukur
(Coblong) Bandung 40134
Phone : 08993949392
E-mail : winda.mj@gmail.com
Nationality : Indonesia
Religion : Islam
Marital Status : Single



Professional Summary

Teacher-Lecturer-Education Consultant-Community Organizer-Presenter

Skills

- Experienced for Teaching
- English Language (TOEFL score : 550)
- Service Orientation
- Costumer and Personal Service
- Computer skill

Education

Bachelor of Education: Basic Student Primary Program (PGSD)
Indonesia University of Education (UPI) – Bandung (GPA 3.51/4.0 = (2009-2013)
Cumlaude)

Master of Education: Pedagogy (The art of teaching/how to educate)
Post Graduate Indonesia University of Education (SPS UPI) (GPA 3.57/4.0) (2014-2016)

Work History

Teacher and Education Consultant for Math also being Methodology Developer
TRIDAYA TUNAS BANGSA (BAHASA MATEMATIKA 'BATIK' TRIDAYA) – BANDUNG 11/2013 TO 02/2017

- Instruct students individually and in groups, using various teaching methods such as lectures, discussions, and demonstrations.
- Adapt teaching methods and instructional materials to meet students' varying needs and interests.
- Meet with parents and guardians to discuss their children's progress and to determine priorities for their children and their resource needs.
- Prepare students for later grades by encouraging them to explore learning opportunities and to persevere with challenging tasks.
- Prepare reports on students and activities as required by administration.
- Make a different or development for Methodology

Lecture Assistant

English Club PPGT UPI – Indonesia University of Education

05/2014-Current

Foundation of Education for IPSE Class - Indonesia University of Education

Lecturer

doing Tri Dharma Perguruan Tinggi – STAI Darul Falah

10/2016-Current

English Teacher

SDN 1 Cibodas – Lembang

01/2013-

10/2013

Course and Training (recently)

- International Seminar for Deep Learning
- Seminar Nasional Strategi Kognitif dalam Proses Pembelajaran
- Strategi Pendidikan Anak Berkebutuhan Khusus
- General English Course at Balai Bahasa UPI
- Seminar Nasional Filsafat Pendidikan
- Seminar Nasional Struktur Fundamental Pedagogik Paulo Freire serta Relevansinya bagi Pendidikan Indonesia Abad ke-21
- Gender Perspective of Multiliterate Development in the Era of ASEAN Economic Community
- Seminar Internasional Self Development in Educational Perspective
- Seminar Nasional Deteksi, Identifikasi Anak Cerdas Istimewa (Gifted) Serta Bimbingannya Berdasarkan Gaya Belajar
- Seminar Nasional Diagnosa Anak Kesulitan Belajar Matematika
- Seminar dan Workshop Nasional Manajemen Waktu
- TOT (Training of Trainer) Remaja Yayasan Jantung Sehat Indonesia
- Sosialisasi dan Pelatihan Kurikulum
- Pelatihan Bahasa Inggris Bagi Para Dosen Muda di Lingkungan Universitas Pendidikan Indonesia

Lifework achievement in articles

Year	Work Title/Research	Type (Report/Book/Application, etc)
2013	Model Pembelajaran Treffinger untuk Meningkatkan Kreatif Siswa pada Mata Pelajaran Matematika	Article
2016	Standardisasi Buku Ajar sebagai Salah Satu Solusi Problematika Gender dalam Dunia Pendidikan	Proceeding
2016	Implementasi Pedagogis pada Mata Pelajaran Kemuhammadiyah	Thesis
2017	Teaching And Learning Based On Critical Literacy In Elementary School (A Study Of Educational Praxis)	Article in Nasional Journal