

KAMELIA PUTERI

Librarian

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Lagoa Street TRS IV Number 16, Lagoa Village, Koja District, North Jakarta

OBJECTIVE

Librarian with over a years of experience specializing in Digital Library Technology and Advertising for School Library. Profen installing Automation Systems of Library and Design by Canva for Social Media. Able to operate information systems SLiMS, INLISLite evidenced by competency certification in the field of library and archives BNSP.

EDUCATION

Education University of Indonesia

Bachelor Degree in Information Science, 3.75/4.00

Setiabudi, Bandung City
Sep 2018- Dec 2022

- Magna Cum Laude
- Thesis: User Perceptions of The UPI Library Website are Measured Using the User Experience Questionnaire (UEQ)

PROFESSIONAL EXPERIENCE

SMA PASUNDAN 2 BANDUNG

Staff Library

Cihampelas, Bandung
Mar 2022-Mar 2023

- Manage Digital Library and Social Media.
- Installing an automation systems of library.
- Design for advertising in Instagram and Tiktok.
- Sorting, classifying and cataloging library resources for visitors to access.

SMA NEGERI 20 BANDUNG

Internship Staff Library

Citarum, Bandung
Sep 2021-Nov 2021

- Manage organizational system for Library.
- Content creator social media Instagram.
- Sorting and cataloging library resources for visitors to access.
- Using library systems and specialist computer applications.

PERPUSTAKAAN DPRD PROVINSI JAWA BARAT

Internship Staff Library

Diponegoro, Bandung
Nov 2021-Jan 2021

- Sorting and cataloging library resources for visitors to access.
- Conducting audits on inventory items and other essential information on file.
- Responding to enquiries visitors.
- Helping visitors to find resources.

KAMPUS MENGAJAR ANGKATAN 1

Staff Library

Panyurungan, Subang Regency
Mar 2021-Jun 2021

- Sorting and cataloging library resources.
- Practice reading habits for students.
- Developing IT facilities and assisting with te use of computer equipment in SDN Panyurungan.
- Maintaining school administration.

BANK BJB KCP PAMANUKAN

Staff Credit Admin

Panyurungan, Subang Regency

May 2017-Jul 2017

- Verify and validate all documents as required.
- Checking the completeness of documents.
- Manage reports of verification results.
- Archive credit application documents.

ACTIVITIES

UPI BOOKPEDIA 6.0

Steering Committee

Setiabudi, Bandung City

Dec 2020-Mar 2021

- Providing input to the development of the project, including the evaluation strategy.
- Providing advice, making decisions, about changes to the project.
- Identifying potential risks, monitoring risks, and monitoring timelines.
- Providing advice on the budget.

BEM KEMA PERPUSINFO

Head of Talent Interest

Setiabudi, Bandung City

May 2020-Apr 2021

- Led the departement and develop work plans for activities in the field.
- Maintain a sense of unity among members of the field.
- Organizing activities in the academic, arts and sports elds to increase student potential.
- Develop and channel the interests and talents of additional students in the academic, arts and sports.

UPI BOOKPEDIA 5.0

Secretary

Setiabudi, Bandung City

Dec 2019-Mar 2020

- Ensuring meetings are effectively organised and minuted.
- Maintaining effective records and administration.
- Communication and correspondence.
- Creating letters and proposal activities.

SKILLS

Digital skills: XAMPP, PHP, Microsoft Word, Microsoft Excel, Microsoft Power Point.

Design and Editing: Canva, Capcut, Adobe Illustrator.

Social Media: Instagram, Tiktok, Twitter, Youtube.

Soft Skills: Leadership, Analytical thinking, Problem Solving, Decision Making, Critical Thinking.

Languange: Fluent in Indonesian, Ability to listen English.

Certification and Training: Competency certification in the field of library and archives BNSP.