

Irin Yusysar

Office Administration Staff

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Bachelor's degree in English education from IKIP Siliwangi Bandung. I am a detailed oriented person, fast learner, always willing to take important roles either in the team or in the individual job with experience from my job and college, have a big desire to learn and develop myself to be a better person in my own version and will always give my best in everything, especially in work.

Education

Bachelor degree of English education, 2022 (3.70 /4.00)
IKIP Siliwangi, Bandung

Work Experience

May 2023 – Now

- Office administration staff
PT Harmoni Citra Jaya, Bandung
Job description
 - Screened and transferred incoming calls, took down messages and transmitted information and documents to internal personnel.
 - Aided colleagues, managers and customers through regular communication and assistance.
 - Managed daily payment processing and drafted related financial documents.
 - Managed the stock of the product and make sure if it is balance with the data on the system
 - Processed the legality licensing such as BPOM and Halal for every new product.
 - Help the HR Department in counting the employee absence every month.

October 2023 – Now

- English Tutor
Trieducation Center, Bandung
Job description
 - Met the students and discussed goals and expectations in the speaking for beginner class.
 - Tutored the students to develop deeper comprehension of English speaking in the beginner level and have a deeper understanding of the assignments to improve their capability in speaking.
 - Taught students study techniques and strategies for succeeding on basic grammar and vocabulary test for supporting their speaking ability.
 - Collaborated with the students to complete their live test, identify the errors and correct it.

- English Tutor May 2019 – August 2023
Bimbel Hamasah, Bandung
Job description
 - Met the students and discussed goals and expectations in the speaking for beginner class.
 - Tutored the students to develop deeper comprehension of English speaking in the beginner level and have a deeper understanding of the assignments to improve their capability in speaking.
 - Taught students study techniques and strategies for succeeding on basic grammar and vocabulary test for supporting their speaking ability.
 - Collaborated with the students to complete their live test, identify the errors and correct it.
 - Facilitated the small group discussion to build the students' communication and presentation skills.
 - Worked together with the students in the classroom and evaluated their comprehension in English.
 - Reported the students' track records every month,
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Organization

- English Art Community (August 2019 – August 2020)
- English Conversation Community (August 2019 – August 2020)

Certification

TOEFL Test (515)
Balai Bahasa IKIP Siliwangi, 2022