

CARLA VANIA SINOWATO

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EDUCATION

UNIVERSITY OF MICHIGAN, Ann Arbor, MI, USA (GPA: 3.8/4.0) December 2015
B.A. in Art and Design, Minor in Community Action and Social Change (CASC), Program in Entrepreneurship (PIE) Certificate

WORK EXPERIENCE

KINDERLAND SUNRISE GARDEN, Jakarta, Indonesia September 2016 – June 2017
Playgroup Teacher and Assistant Teacher K2

- Implemented art-related activities involving the use of tactile materials, which improved children's fine motor skills
- Directed phonics and reading activities for Kindergarteners in a warm and gentle manner
- Consistently communicated with parents to inform them of progress regarding creative and intellectual development

EXCITE LEARNING CENTER, Jakarta, Indonesia August 2016 – April 2017
IGCSE English Tutor

- Evaluated each students' progress and adjusted teaching strategies accordingly
- Compiled study guides and revision exercises to boost students' essay writing aptitude

UNIVERSITY OF MICHIGAN, Ann Arbor, MI, USA February 2015 – August 2015
Breakfast Chef and Greeter

- Neatly organized and labeled food supplies to increase the efficiency of transitions into the next cooking shifts
- Prevented unauthorized people from entering the residential area and food and cutlery thefts by verifying IDs

VERSAILLES NATURAL SKIN CARE, Ann Arbor, MI, USA June 2014 – August 2014
Temporary Receptionist

- Maintained a well-regulated record of monthly expenditures to better manage the the business' budget
- Ensured quality customer service by providing immediate attention to inquiries through handling phone calls

VOLUNTEER WORK

HARVEST MISSION COMMUNITY CHURCH, Jakarta, Indonesia June 2016 – Present
Media Team Member

- Developed print-ready rave cards, name tags, and posters for congregational events
- Assisted in maintaining a photo, video, and working file archive accessible to the entire creative team

ROSHAN LEARNING CENTER, Jakarta, Indonesia April 2016 – June 2016
English Tutor

- Befriended students and shared about life in Jakarta to ease their transition into the city
- Served Afghan refugees by aiding them with homework and preparations for tests

C.S. MOTT CHILDREN'S HOSPITAL, Ann Arbor, MI, USA February 2015 – December 2015
Volunteer in Pediatric Cardiology

- Stepped in for parents in need of a break and successfully soothed infants and toddlers in distress
- Furnished patient bedrooms by making personalized signs and banners to create an atmosphere of home and belonging
- Catered to the needs of the staff by taking the initiative to sanitize playrooms and deliver books and toys to children

SKILLS

- Competent in sewing bags and zippered pouches; knowledgeable in bridal makeup artistry