

# MAGGEE SENATA

## PROFESSIONAL SUMMARY

I am 27 years old who passionate about writing. I have experience write an article on Company's Website, Blog Posts, and Storial.co Platform. Mikroskil Entrepreneur Days Competition was the last project that I have organized. I am a creative person and have an interpersonal communication skill.

## HOBBIES



## CONTACT INFO

Mobile : +6281398062200  
Email : maggee.senata@outlook.com  
Blog : shenathagee.wordpress.com  
IG : senata\_maggee

## CORE SKILLS

- People Leadership
- Interpersonal Communication Skill
- Administration
- Event Creator
- Creative Writing
- Analyzing
- Customer Service
- Operate Adobe Pr, SAP System, Ms. Office, SPSS

## EMPLOYMENT BACKGROUND

### Secretary

- Management Department, STIE-Mikroskil | August 2016 - August 2019*
- Responsible for all administration and correspondences of Management Department STIE- Mikroskil.
  - Accompany Chief of Management Department STIE-Mikroskil to arrange the curriculum.
  - Arranged and organized every event of Management Department's Students.

### Lecturer

- STMIK-STIE Mikroskil | September 2015 - August 2019*
- Responsible for Organizational Behavior, Franchise, and SAP Fundamental course.
  - Submit Study Plan and Final Exam Question to Head of Department.
  - Responsible of Student's grade.

### Account Payable Staff

- Wilmar Group | September 2013 - July 2015*
- Responsible for the Payment of Wilmar Bioenergi Indonesia and Multimas Nabati Sulawesi.
  - Processing company's payable by check and select data from Invoice Team.
  - Responsible for making cheque for payment of the payable.
  - Summarized payment report by SAP system to Accounting Division.

### Admin Staff

- PD. Gunung Kawi | October 2011 - December 2012*
- Organized day to day and per month receivables statement.
  - Responsible to arrange plan for getting the company's receivable by salesman.
  - Checking and synchronize the factory's stock report per day.

## ACADEMIC EDUCATION

### University of North Sumatra

- Magister of Management, 2018*
- Attended from 2015 to 2017
  - Graduated on February 2018

### STMIK-STIE Mikroskil

- Bachelor of Management, 2013*
- President of Management Department Student (2010 - 2012)
  - Health Section Coordinator of Mikroskil Powerfull Training (2011-2013)
  - Member of Student Executive Board