



**ADELIA RIZKA**

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**Gender:** Female | **Date of Birth:** 02/04/1995 | **Nationality:** Indonesian

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**EDUCATION**

2012 - 2016

**Bachelor of Electrical Engineering**

Indonesia University of Education (UPI) Bandung

GPA 3.60 out of 4.00

2014 – 2015

**Conversation in English (Intermediate Level)**

LBPP LIA Bandung

2011 - 2012

**English for Adults (Intermediate Level)**

LBPP LIA Bandung

**WORK EXPERIENCES**

October 2018 – recent

**Organization and People Development**

Elcorps, Bandung

With the aim of developing Elcorps' culture into the digitalization and bringing the people to be a learning generation, I created video and Instagram learning content which is accessible for employees to watch on their gadgets. Furthermore, I was also responsible to implement and oversee methodologies to strengthen employee abilities and knowledge, increase efficiency, and improve leadership to maintain the overall health of the organization by making an effective organization structure.

**Content Development**

Motivact Business Consulting, a Subsidiary of Elcorps

As the youngest business of Elcorps, Motivact focuses to be a training and learning provider based in Bandung. To bring Motivact to the public, I was responsible to make contents for Instagram to build people's awareness to Motivact.

August 2017 –

October 2018

**Reporter**

Liga Mahasiswa (PT. Bina Mahasiswa Indonesia), Jakarta

As a sport reporter, I was responsible to conduct interview sessions with coaches, athletes, rectors, and other stakeholders, and converted it into post-match news. I also created video script for Zona LIMA Metro TV and other video features. Not only wrote news and scripts, I was also responsible to maintain media and public relations.

November 2016 –

April 2017

**Internship**

PT. Pos Indonesia

Studied the business process of PT Pos Indonesia

## PERSONAL SKILLS

Mother tongue	Bahasa Indonesia
Other Language	English TOEFL Prediction Test Score: 523
Computer Skills	Microsoft Visio, Microsoft Excel, Microsoft Word, Microsoft Power Point, Adobe Photoshop, CorelDraw

## HOBBIES

Travelling, content writing, content marketing, journalism, people development, photography, design, handicrafts, hand-lettering, calligraphy

## INTERESTS

Content marketing, marketing communication, media relations, content writing, journalism, people development, organization development

## ADDITIONAL INFORMATION

Voluntary Activities	<b>2018</b> – Liaison Officer for I.R. Iran Delegates on Asian Para Games 2018 <b>2017</b> – Liaison Officer for Cambodia Delegates on ASEAN Ministerial Meeting <b>2016</b> – Liaison Officer on The 6th TAFISA World Games <b>2015</b> – 60th Asian African Conference Commemoration
Seminar	<b>2017</b> – BIGGER Bisma Goes to Creativepreneur by Bekraf <b>2017</b> – Google Womenwill Conference <b>2016</b> – Jumpstart Your Career: How to Stand Out in the Workplace as a Science, Technology, Engineering, Architecture / Art and Mathematics (STEAM) Graduate – Parahyangan Catholic University Bandung. <b>2016</b> – Career Management – Parahyangan Catholic University Bandung
Workshop/Training	<b>2019</b> – Google Gapura Digital: Content Marketing and Copywriting <b>2017</b> – Training “How to be a Good LO” – Indonesia Ministry of Sports and Youth <b>2017</b> – Google Gapura Digital <b>2013</b> – Journalism Training – Ministry of Information and Communication UPI Bandung <b>2012</b> – Adobe Flash Training – Bumi Siliwangi Design Community UPI Bandung <b>2010</b> – Citizen Journalism Workshop – Pikiran Rakyat Bandung
Organizational Experiences	<b>2019</b> – Bandung Sister Cities Youth Forum (BASIC) <b>2016</b> – Bandung Creative City Forum (BCCF) <b>2012 - 2013</b> – Staff Information and Communication <i>Himpunan Mahasiswa Elektro</i> UPI <b>2013</b> – Secretary – Student Leadership Program – Electrical Engineering UPI Bandung <b>2013</b> – Moderator – Orientational Guidance – Electrical Engineering UPI Bandung <b>2010</b> – Chairman of Jurnalistik SMA PGII 1 Bandung
Honors and Awards	<b>2016</b> – Best Graduate of Electrical Engineering Department <b>2014</b> – PPA Scholarship Awardee