VERA HANI NUR AMELLIA

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I am a responsible and disciplined individual with strong motivation for continuous academic and professional development. I am capable of working independently and collaboratively within a team, and I possess effective communication and time management skills. I am open to new academic challenges and committed to contributing optimally in every assigned responsibility.

Work Experiences

PT Jaad Food Indonesia - **Bandung** Nov 2021 - May 2022

Internship

Jaad Food is an Indonesian food distribution company established in 2019. Based in Bandung, the company specializes in the procurement and distribution of high-quality agricultural products, including coffee, cocoa, and spices such as cardamom, cloves, cinnamon, vanilla, black pepper, and white pepper.

- Internship – Executive Secretary & Social Media Manager
- Served as the company manager's secretary, including scheduling, internal communication, and administrative tasks.
- Managed the company's Instagram account (@jaadfood), including content creation, caption writing, hashtag usage, and posting schedules.
- Increased social media engagement through consistent and market-relevant content strategies targeting both B2B and B2C audiences.
- Conducted research and initial outreach to potential buyers/customers, both domestic and international, to support the market expansion of PT Jaad Food.

Sherbeutee - **Jl. Pos Pengumben No. 12 D, Jakarta Bara** Dec 2024 - Present

Host Live

Sherbeautee Official Store is a retail store based in West Jakarta, Indonesia, offering a wide range of beauty products including skincare, makeup, and body care. The store also operates a physical outlet located at Jl. Pos Pengumben No.12D, West Jakarta.

Vatiri Home Store - **Jakarta Pusat** Oct 2025 - Nov 2025

Host Live

Vatiri Home Store is a retail business specializing in the sale of household and home living products. The store offers a variety of home essentials through online marketplaces and digital platforms, with a focus on product quality, efficient distribution, and customer-oriented service to meet everyday consumer needs.

Pendidikan

MAN 19 Jakarta - **Grogol, Jakarta Barat** Jul 2017 - Jul 2020

Senior High School

- Highly motivated in personal development in both academic and non-academic fields.
- Served as Chairperson of the Choir at MAN 19 Jakarta for the 2019–2020 period, demonstrating leadership and organizational responsibility.
- Achieved 3rd Place in the Jabodetabek Vocal Group Competition, reflecting strong teamwork skills and achievements in the arts.
- Able to work independently as well as collaboratively with effective communication.
- Disciplined, results-oriented, and adaptable in various situations.

SMP N 1 Moga - **Pemalang, Jawa Tengah** Jul 2014 - Jul 2016

Junior High School

- Actively involved in various organizational activities since junior high school, including participation as a member of the Youth Red Cross (PMR) and Scouts.
- Accustomed to working independently as well as collaboratively within a team with effective communication skills.
- Disciplined, responsible, and quick to adapt to new environments and challenges.

SD N 02 Moga - **Pemalang, Jawa Tengah** Jul 2007 - Jul 2014

Elementary School

- Achieved 3rd Place at the Regency Level in the Pesta Siaga competition, demonstrating teamwork and active involvement in scouting activities.
- Achieved 1st Place at the Sub-district Level in the Language Month competition (Pantun category), reflecting strong communication skills, creativity, and self-confidence from an early age.
- Accustomed to public speaking and actively contributing to school activities.

TK Melati - **Malahayu, Brebes, Jawa Tengah** Jul 2006 - Jul 2007

Pengalaman Organisasi

Teman Baca - **Volunteer Teaching Program** Jul 2020

Treasurer

TEMAN BACA is a community-based volunteer organization focused on providing educational support to underprivileged children. The organization conducts literacy and learning activities for children from marginalized communities, including children of waste pickers, with the aim of improving basic education, learning motivation, and social awareness through community-based teaching programs.

- Served as Treasurer, responsible for managing, recording, and reporting organizational funds to ensure transparency and accountability.
- Prepared budgets and monitored expenses to support educational and community outreach programs.
- Actively involved as a volunteer teacher, providing learning assistance and basic education to underprivileged children.
- Taught children of waste pickers in a community learning area in Pondok Aren, Tangerang, contributing to the improvement of literacy skills and learning motivation.
- Coordinated with fellow volunteers and organizers to support teaching activities and community programs.

Choir MAN 19 Jakarta - **Jakarta**

Choir Chairperson

MAN 19 Jakarta Choir is a student-led musical organization dedicated to developing vocal skills, teamwork, and artistic expression among its members. The choir participates in school events, competitions, and community performances, fostering leadership, discipline, and collaboration while promoting musical excellence and cultural appreciation.

- Served as Chairperson of the School Choir, responsible for leading and coordinating choir members and activities.
- Organized rehearsals, performances, and internal coordination, demonstrating leadership and time management skills.
- Represented the choir in competitions and school events, contributing to team performance and artistic achievements.

Kemampuan, Penghargaan, dan Kompetisi

- **Hard Skills** (2016): English Language Skills
- **Hard Skills**: Microsoft Word
- **Hard Skills**: Power Point
- **Soft Skills**: Public Speaking
- **Soft Skills**: Leadership
- **Soft Skills**: Teamwork