

DIANA PUSPITASARI

dianapuspitasarirasidi@gmail.com

Kamboja Street 28

Bandung, West Java - Indonesia

PROFESSIONAL SUMMARY

Worker who are always ready and willing to assist fellow employees with job tasks. Handles various duties and assignments. Accustomed to multitasking and working quickly to meet challenging demands. Considered hardworking and reliable with great interpersonal skills.

SKILLS

Organizational Skills
Effective Communication
Storytelling voices
Attention to Detail
Compassion & Empathy
Child or Elder Care
Patient and friendly
Housekeeping
Cleaning
Strong multitasker
Microsoft Office

EDUCATIONAL HISTORY

LPKIA Institute of Digital Economics
Bandung West Java Indonesia
Office Application Programmer
2001-2002

PROFESSIONAL HISTORY

KINDERGARTEN TEACHER

Fizhyan Kindergarten and Elementary School

July 2018 - Present

- Delivered creative and interactive activities to an average of 15 students between 4-6 years of age including special needs students.
- Organized additional workshops incorporating physical activity for students.
- Consistently communicated with parents to report on student behavior, social and developmental progress.

PART TIME BABY SITTER

Fauzi Ardian Family

November 2011 - June 2017

- Care for a 1-year-old and a 5 year-old girl during parents' evening absence
- Ensure children are bathed, fed, and in bed prior to parents' return
- Created interesting and home learning activities
- Clean and organize the house, minimizing parents' clean up times

FOOD ATTENDANT

Tahu Krispi Pangeran

July 2010 - September 2011

- Prepared a variety of fried food ahead of store open as well as individually to order, averaging 150 portion per shift
- Earned Food Handlers Permit and always followed safe food handling practices and protocols to ensure the safety of guests
- Took orders for an average of 150 customers per day, providing them with friendly and outstanding service

ADMINISTRATION

Dahlia Dewantara

December 2006 - May 2010

- Administer and maintain daily front office operations,
- Prepared and processed all payroll and benefits functions for 15+ employees
- Control all office expenses and costs for 30+ employees, including quarterly report metrics for travel, expenses, and housing

CENTRAL DATA AND DISTRIBUTION

Dago Stock Export Factory Outlet

August 2003 - February 2006

- Oversee integrity and accuracy of all product leaving the warehouse during active shift
- Document and report on all product using appropriate paperwork and procedures
- Performed product picking duties when needed

CASHIER

Dago Stock Export Factory Outlet

November 2002 - August 2003

- Operate cash register, handling transaction on average daily and verify money counts in cash drawers
- Balanced cash drawers at the close of each shift
- Maintain thorough knowledge of store merchandise