

DINA MARDIYANTI

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PROFESSIONAL SUMMARY

Dedicated early childhood educator with 6 years of experience working with children to develop their social, motor, and adaptive skills. Committed to providing a safe and nurturing environment for student, using patience and knowledge of instruction techniques to support their unique needs

EDUCATION AND PROFESSIONAL QUALIFICATION

University of Muria Kudus **2005**

- Bachelor of Education, English

University of Terbuka **2018**

- Bachelor of Education, Elementary of school Teaching

PROFESSIONAL EXPERIENCE

PT Cakra Warna Mulia **Grocery Store Supervisor** **May 2021 – Ongoing**

- Developed a team that consistently achieved sales goals by providing customer with an exceptional shopping experience
- Tracked weekly sales and opportunities for growth within assigned stores
- Oversaw the daily operations of the store including restocking shelves and handling customer complain.
- Managed inventory and ordered new product based on demand
- Resolve problems that arise, such as customer complaints and supply shortages.
- Plan budgets and monitoring revenues and expenses

The Ministry of Manpower of Indonesia **Social Community Worker** **Sept 2017 – Oct 2019**

- Provided comprehensive data of a village's active migrant workers and ex-migrant workers
- Served and facilitated by consultation to Migrant worker candidates, about information to be a legal worker and the procedures
- Identified their family economic issues, children's education issues, mapped it into categories
- Built team work of migrant worker families to make creative economics based on interests and potential natural resources or human resources.
- Participated in continuous improvement by generating suggestions, engaging in problem-solving activities to support teamwork.
- Identified issues, analyzed information and provided solutions to problems.
- Associated all the teams into a cooperative business entity
- Identified children education issues, any abused children
- Held Education Counseling's between parents and children
- Reported Mid Term and annual task to the Ministry of Manpower Republic of Indonesia

PROFESSIONAL EXPERIENCE – *Continued*

Yayasan Al Huda

Early Childhood Educator

Jan 2015 – May 2021

- Planned, organized, and implemented program for preschoolers.
- Observed and redirected behavior using positive reinforcement techniques.
- Ensured availability of classroom supplies, recording as needed
- Changed children's clothes and tended to injuries, illnesses, and toileting needs
- Maintained records of student progress, Supervised children in all activities
- Worked closely with struggling students to improve learning, eat in habits, and personal hygiene.
- Supported students emotionally, socially and academic all with one on one care.
- Educated young children about basic color recognition, foundational reading skills, and numbers.
- Offered variety of materials and resources for children to explore imaginative and academic ideas.
- Choose materials and developed lesson plans to enhance skill for individual students.
- Collaborated with adults and children to provide safe and educational experience.
- Met with student's parents and administrators to address and resolve students' behavioral and academic issues.
- Worked with staff members and teachers to design comprehensive and individualized plans to optimize student education.

SKILLS

- Curriculum Material development
- Creative
- Communication Skills
- Enthusiasm
- Emotional Intelligence
- Organized
- Ms Office
- Power Point

PERSONAL PROJECT AND INTERESTS

- Humanitarian and Voluntary Services
- Traveling, Hiking, Mount Climbing, Drive along

DISTINCTION AND AWARDS

Leadership

- Lead of the Village Family Health Empowerment group 2008 – 2021
- The Squad commander of the student regiment 2000

Merit prize

- 2nd place in sub-district speech competition 2018

REFEREE

To be provided on request.