



Lady Marcella, S.Ak.

Academic Support

ABOUT ME

I am an academic support at the School of Communication Science Ciputra University Surabaya. My main job is to assist the administrative needs of students and lecturers. I have good administrative skills, work in an organized manner and can work well in a team. I am friendly and will gladly help students who need information related to college activities

SKILL

| | |
|------------------|-------------|
| Microsoft Office | <div></div> |
| Canva | <div></div> |
| Public Speaking | <div></div> |
| Teamwork | <div></div> |
| Negotiation | <div></div> |

EDUCATION

Atma Jaya University, Yogyakarta 2017-2021

Bachelor Degree of Accounting

EXPERIENCE WORK

Academic Support

Ciputra University, Surabaya | 2023 - Present

Administrative Officer

Agensi Pekerjaan Ecoforce Sdn. Bhd.,
Penang | 2022 - 2024

Language

| | |
|------------------|-------------|
| Bahasa Indonesia | <div></div> |
| English | <div></div> |

CONTACT



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