



CUT VANESSA ROSALINA

CURRICULUM VITAE

EDUCATION

- | | |
|---|--|
| <p>2007 - 2010
Pandawa 5 tourism
High School, Jakarta</p> | <p>HIGH SCHOOL- Hospitality Management</p> |
| <p>2011 - 2015
TRISAKTI institute of
tourism, Jakarta</p> | <p>D4/BACHELOR DEGREE- Hospitality Management</p> <p>Semester 1 & 2 : Learned about grooming, also the basic skill and knowledge about food and beverage.</p> <p>Semester 3&4 : Learned about cooking arts such as fruit and vegetables carving, pastry and bakery production such as making croissant, muffins, and cake.</p> <p>Semester 5&6 : On the job Training</p> <p>Semester 7&8 : Learned about The Hotel Management, such as; Financial management, Sales and Marketing, Human Resources, Management Application</p> |

SKILLS

- Languages:
- Bahasa Indonesia (Mother tongue)
 - English (Active)
- Im taking a General English Course at English Talk Wisma Kodel, Kuningan, during my first year in university and Conversation English Course during my second year in University to build up my English speaking, writing, and understanding skill.
- My TOEIC score as per march 2015 : 550 (scale out 950) ETS certificate
 - Other language: Japanese studied since 2012

- Technical skills and competences:
- Experienced using OPERA Software & Material Controls
 - Experienced in handling Work permit & Visa
- Computer skills and competences:
- Experienced in administering Microsoft Windows
 - Proficient using Microsoft Office (Ms. Word, Excel, and Power Point).
 - Qualified and have broad knowledge about computer as an informational tool, and also familiar with the latest technologies.


- Organisational skills and competences:
- Previously, during my second and third year in university, I participated in various organization committee of student events, and was given the confidence to act in different positions and responsibilities, such as Secretary Of "KEPRESMA (Kepresidenan Mahasiswa) 2012"; and the head of logistic coordinator section of Student Orientation. On each of those opportunities I gained experience on organizational and leadership skill.


- Other competences:
- I am able to play piano since the age of 6
 - I am an energetic person and likes to travel, therefore I can get along very well with other people. I enjoy meeting different people and like to learn something new.

AWARDS

- The Best Trainee Internship Program 2014 at STARWOOD (Le Meridien Bali Jimbaran)
- Letter of Appreciation event of ASIAN-AFRICAN Conference 2015 at Jakarta Indonesia
- Best Employee of the month at The Sun Siyam Iru Fushi-MALDIVES December 2015

CONTACT ME

 Address
Tebet timur dalam I N No 6A
South Jakarta

 Phone
+6281228422842

 E-mail
cutvanessaa@gmail.com

 Linked In
Cut Vanessa

ABOUT ME

I am a Fresh Graduated from TRISAKTI Institute Of Tourism 2015 major in Hospitality Management D4 (Bachelor Degree). I can work individually or team, any confidence at any place, positive in personality and have a good responsibility in working. My carrer to specialize in increasingly in Personal assistant.



EXPERIENCE

Le Meridien (Starwood), Bali Jimbaran-

10th February – 10th August 2014

Front Office Departement as GRO

- Welcome guests during check-in and giving a found farewell to guest while checkout.
- Handling guest complaints and concerns in an efficient and timely manner.
- Overseeing VIP guests, arrivals and departures.
- Coordinating and multi-tasking job duties in a busy environment.
- Should possess detailed information about the Hotel, city as well as the competition.
- Detailed information regarding arrivals and room requirements.
- Have up to date information on daily room occupancy
- Providing excellent customer service as per hotel standards.

Mercure (ACCOR), Jakarta Sabang-

10th September – 10th March 2015

Front Office Department as FDA

- Register guests and assigns rooms. Accommodates special requests whenever possible.
- Assists in preregistration and blocking of rooms for reservations.
- Thoroughly understand and adheres to proper credit, check- cashing, and cash handling policies and procedures.
- Understands room status and room status tracking
- Knows room locations, types of rooms available, and room rates.
- Must be sales-minded. Presents options and alternatives to guests and offers assistance in making choices.
- Uses suggestive selling techniques to sell rooms and to promote other services of the hotel
- Knows the location and types of available rooms as well as the activities and services of the property

The Sun Siyam Iru Fushi (Hilton), Maldives -

October 2015 – January 2017

Executive Office as Personal Assist to HRM

- Substantiates applicants skills by administering and sco
- Schedules examinations by coordinating appointments
- Welcomes new employees to the organization by conducting orientation.
- Provides payroll information by collecting time and attendance records
- Submits employee data reports by assembling, preparing, and analyzing data
- Maintains employee confidence and protects operations by keeping human resource information confidential.
- Maintans quality service by following organization standards
- Maintains technical knowledge by attending educational workshops; reviewing publications
- Contribute to team effort by accomplishing related results as needed

Batik Air A320 (PT Lion Group Indonesia)-

Febuary 2017 - Now

as Flight Attendant type ratting Airbus 320

- Provide information, guidance, and assistance for safety and comfort to passengers on board aircraft
- Attend the "brief" and act on it
- Conduct safety check before flight
- Greet customers, check their tickets and accompany them to their seats
- Prepare and serve drinks and food to passengers
- Present emergency equipment and give instructions
- Monitor and secure the cabin regularly
- Comply with all aviation rules and regulations for safety and protection
- Assist passengers and cabin crew during emegency situation
- Provide special help to passengers with special needs (children,disable person,elder,etc)
- Submit analytic report concerning flight incidents



REFERENCES

Mr. Nengah Aryamanik

Dir of HR Holiday Inn Kuta Bali
+6281338593781

Mr. Teezar Mirza

GM of Swiss Belhotel Rainforest Bali
+628113858523

Mr. Alan Yuslan

GM of Melia Makasar Hotel
+6281318042089

Mr. Ahmed Saudhoon

HR Spv The Sun Siyam
Iru Fushi MALDIVES
+9607526488


Department of Immigration and Emigration
Republic of Maldives
WORK VISA CARD
I0171940



WP00147109

Name: CUT VANESSA ROSALINA

Passport No: **B0275520**
 Nationality: **INDONESIAN**

Visa Number: **03292/2016**

Designation: **HUMAN RESOURCE COORDINATOR**
 Work Site: **IRUFUSHI BEACH & SPA RESORT**
 Employer: **SUN TRAVELS AND TOURS PVT LTD**
 (C-0016/1990)

This card expires on 10 Dec 2016

Tel: 333 0460 / Fax: 330 5895 / www.immigration.gov.mv / workvisa@immigration.gov.mv

Nomor Seri Ijazah : 093/D4/H/IX/2015
Certificate Reg. Number



NIL : 2014214093
Graduation Reg. Number

SEKOLAH TINGGI PARIWISATA TRISAKTI

TRISAKTI INSTITUTE OF TOURISM

Keputusan Yayasan Trisakti No : 017/1969

Memberikan Ijazah Kepada

This certificate is awarded to

CUT VANESSA ROSALINA

Tempat dan tanggal lahir : Banda Aceh, 11 November 1992
Place and date of birth

NIM : 1141010091
Student's Registered Number

Program Studi : Perhotelan
Study Program Hospitality Management

Jenjang Pendidikan : Diploma 4
Level of the Programme Bachelor Degree

Status : Terakreditasi A (Sangat Baik)
The official status of the Institution Accredited Excellent

Ijazah ini diserahkan berdasarkan Surat Keputusan Ketua Nomor : 02/STPT/KK/YUD-AKAD/IX/2015 Tanggal : 09 September 2015
This certificate is officially issued to the holder, based on the President's Decree Number Date

Dengan demikian yang bersangkutan berhak memakai sebutan Profesional
The holder of this certificate herewith deserves the Professional title

Ketua,
President



FETTY ASMANIATI, SE. MM.
NIK : 010109890047




 Jakarta, 08 Oktober 2015
 Wakil Ketua Bidang Akademik,
Deputy President for Academic Affairs

CHONDRO SURYONO, SE. MM
 NIK : 010104940072



**BALAI SIDANG JAKARTA
CONVENTION CENTER**

Jl. Jend. Gatot Subroto, Jakarta 10270
PO. Box 4916, Jakarta 10049
Indonesia
Telephone : (62-21) 5726000
Facsimile : (62-21) 5725523/28
Website : www.jcc.co.id

LETTER OF APPRECIATION

The Management of Balai Sidang Jakarta Convention Center takes a great pleasure in presenting this letter to:

CUT VANESSA ROSALINA
(Trisakti Institute of Tourism - Jakarta)

In supporting the event of “Asian - African Conference” which was held in our venue on April 18 - 23, 2015

your contribution to a successful of such event is acknowledged by us, and we appreciate your commitmen toeards achieving good reputation of the company in providing our business partners with world class products and services.

We are proud to have you as part of our team and look forward to your future contributions.

Alek Kusdinar
Director of Human Resources

M. Sulaeman Nur
Director of Catering

Trikarya Satyawan
General Manager

A Member Of



JAKARTA
CONVENTION &
EXHIBITION
BUREAU
Leader in Professionalism and Quality



THE BEST TRAINEE CARES

This is to acknowledge that

CUT VANESSA ROSALINA

*Has been awarded as **The Best Trainee** on Job Training Program
at Le Meridien Bali Jimbaran from 10 February 2014 – 10 August 2014*

Jimbaran, 10 August 2014


Gregori Cubiani
General Manager

starwood
Hotels and
Resorts

MERIDIEN

ALDI

THE LUXURY COLLECTION

WESTIN

FOUR POINTS

element

Sheraton

ST REGIS

W
HOTELS

FLIGHT ATTENDANT



CUT VANESSA ROSALINA
181332
Jun 2022