

# CINDY CLAUDIA ANTHONY

cindyclaudia.anthony@yahoo.com

+62 89607926805

nationality **Indonesia**

current location **Jakarta, Indonesia**

## ABOUT ME / 个人背影

Graduated as architect, I am looking for a job as an architect which I could bring and deliver high results of achievements. I creative, highly **organized, efficient, personable** and able to deliver **consistently high results** in challenging and pressured work environments. I am also a **fast learner** who keen to experience new things. In terms of interactions, I am well versed in the creation of **internal communications** and external documents, and able to **liaise** with all levels of staff and clients.

## WORK EXPERIENCE / 工作经历

### English Teacher

- July 2015 - June 2017** - Part-timer English private teacher of middle school student  
Suzhou, China - Part-timer English speaking teacher in New Century, Suzhou

### Project Manager Intern

- June 2016 - August 2016**  
Jakarta, Indonesia
- Organize construction progress' documents for meeting
  - Revise project's details (plans and sections) in AutoCAD
  - Making sure that all finishing on project's field completed accurately
  - Resolve and make decision for detail problems

## ORGANIZATION EXPERIENCE / 组织经验

### SISC (Suzhou Indonesian Student Community)

- 2013 - 2016**  
Suzhou, China
- Leader and Coordinator of Graduation Ceremony for Indonesian students 2012-2016
  - Coordinator of Design & Publication
  - Coordinator of Documentation
  - Leader and Planner of Design and Decor for Indonesian Cultural Festival

### Permit Ningbo

- 2013**  
Ningbo, China
- Manage and participate in Indonesian Cultural Festival
  - Communicate with local and international participants

## OTHER EXPERIENCE

- 2017** - Assistance in "Community Food Wasting Behavior Assessment" research  
**2017** - Participant in the Climate Change and Health Conference and Youth Declaration Event  
**2015** - Participant in COPA PPIT Suzhou

## EDUCATION / 教育

### Xi'an JiaoTong Liverpool University (XJTLU)

**2013 - 2017** Undergraduate Architecture

## LANGUAGE



## PROFICIENCY

Os	Windows	●●●●●	3D Modeling	AutoCAD	●●●●○
	Mac Os X	●●●●●		SketchUp	●●●●○
				Rhinoceros	●●●●○
Office	Word	●●●●●	3D Rendering	SketchUp	●●●●○
	PowerPoint	●●●●○		Rhinoceros	●●●○○
	Excel	●●●●○			
2D	AutoCAD	●●●●●	Image	Photoshop	●●●●○
	SketchUp	●●●●○		Illustrator	●●●●○
	Rhinoceros	●●●●○		InDesign	●●●●○

Jakarta, 1 January 2018

To the person in concerned,

I am interested in opportunities that may be available to volunteer at this Journeyman International program. I have not so much experiences in working as a volunteer. However, as a long-time advocate of the needs and public welfare, I am eager to start to do so in this volunteer program.

I enjoy developing some good architecture related to its land and culture. I will be honored to share and use my skills to help others and do some impacts. I also believe it would be an excellent opportunity to develop my interest in early architecture education, a field I wish to study and pursue professionally in the future.

If the Journeyman International has a need for a dedicated volunteer, I would be thrilled to have the opportunity to assist you. My schedule will be from on 16<sup>th</sup> of June 2018 for 2 weeks.

I would be grateful for the opportunity that might be given to me. I look forward to hearing from you!

Thank you for your consideration.

Sincerely,  
Cindy Claudia Anthony  
Agung Permai 15, C2/44  
Jakarta, 14350  
+628 1388357635