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|  | Dewi Sophie Halimah | | | | | | | |
| Place & Date of Birth | : | Bekasi, 21th of May, 1996 |  | Address | : | Kp. Curug RT 011 RW 06 Cipinang Melayu, Makassar, Jakarta Timur | |
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|  | Sex | : | Female |  |  |  |  | |
| Educational  Background | * **Accounting** Universitas Pancasila | | | | | | | **2015 - present** |
| * **Computer and Networking**   SMK Negeri 26 Pembangunan Jakarta | | | | | | | **2011 - 2015** |
| * **SMP Negeri 252 Jakarta** | | | | | | | **2008 - 2011** |
| * **SD Negeri Cipinang Melayu 11 Petang** | | | | | | | **2002 - 2008** |
| * **TK Islam Sartika** | | | | | | | **2001 - 2002** |
|
| Work Experience | * Worked as Technical Writer at PT. Lantisse Pinnacle Asia, Jakarta   **2014 – present**  Job Description :   * Determine the needs of end users of technical documentation. * Study product samples and talk with developers. * Work with technical staff to make products easier to use and thus need fewer instructions. * Organize and write supporting documents for products. * Use photographs, drawings and diagrams that increase users’ understanding. * Revise documents as new issues arise. * Create a user guide for products. | | | | | | | |
| Professional  Skills | * Drawing diagram in Microsoft Visio, Edraw Max, StarUML, and other drawing software. * Well-Writing in Bahasa Indonesia and English * Familiar with MySQL Database. * Familiar with PostgreSQL Database. * Familiar with Microsoft Access Database. * Able to operate Microsoft Word, Microsoft Excel, Microsoft Power Point and Microsoft Project. * Speak fluently in English and Bahasa Indonesia. | | | | | | | |
| Successful  Project | * Making a project progress report for ERP Application at PT. KALOG. * Create user guide for ERP Application at PT. KALOG * Create user guide for BPOM * Create full documentation project for ERP Application at PT. Transportasi Jakarta. * Create coding documentation for BMKG Software at Badan Meterologi Klimatologi dan Geofisika (BMKG). | | | | | | | |