

# GABY MARYAM QORDOVA FIRDAUZY

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Fresh Graduate Majoring in English Department of Faculty of Humanities, Universitas Jember. Involved in organizations and possessing work experience with over eight months of internship experiences. Strong sense of accountability, dedicated to excellence and continuous improvement, and capable of effectively engaging with diverse individuals.

## Work Experiences

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### Makeup Artist

May 2022 - Present

#### Freelance MUA

- Create custom makeup looks, including flawless, bold, and soft glam makeup
- Determine and select appropriate makeup materials and colors based on the client's skin type
- Consult with clients to understand their needs, preferences, and desired looks
- Stay updated on the latest beauty, fashion, and makeup trends and techniques

### BPBJ Pemkab Jember - Jember

Sep 2023 - Dec 2023

#### Front Office Intern

- Creating official report letters and compose meeting records
- Proactively communicate with team members and stakeholders
- Assist in creating SPJ (accountability statement) and input proposal data into relevant databases and systems
- Support and coordinate agenda preparation and meetings with external stakeholders from other agencies

### Translation Transfer - Malang

Aug 2022 - Nov 2022

#### Translator Intern

- Accurately translate documents and other written materials from English to Indonesian and vice versa
- Review and revise translations to ensure accuracy, clarity, and consistency
- Contributed to and participated in translating the accreditation project
- Conducted content editing, social media management, and copywriting
- Implementing subtitles in videos

## Education Level

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### Universitas Jember - Jember

Aug 2020 - Jan 2025

#### Bachelor of English Literature, 3.58/4.00

## Leadership Experience

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### EDSA UNEJ

Dec 2021 - Oct 2022

#### Member of Design and Media Publication Division

- Coordinator of Publications, decorations, and documentation in Annual Congress EDSA 2020/2021
- Responsible for managing insta feeds and copywriting
- Created and managed mini-articles and short news content on EDSA's insta account
- Participate in documenting and recording EDSA's event

## Skills, Achievements & Other Experience

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- **Technical:** Microsoft Office, Social Media (Instagram, TikTok), Graphic Design (Canva), Video Editing (Capcut, VN)
- **Soft Skills:** Teamwork, Event Organizing, Content Creation, Problem Solving
- **Languages:** Bahasa Indonesia and English
- **Certifications (2025):** Makeup Course - Sie-Sie Makeup Academy