

GETAR ARDYANTIZA SUTANTO

Productive employee with proven track record of successful project management and producing quality outcomes through leadership and team motivation. Works with clients to determine requirements and provide excellent service.



Personal

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- Phone number**
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- Email**
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- Date of birth**
16-08-1999
- Place of birth**
BANYUWANGI
- LinkedIn**
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Education

- UNIVERSITAS NEGERI SURABAYA**
Bachelor Degree of German Literature
2017 - 2021
GPA 3.44/4.00

WORK EXPERIENCE

CONTENT MODERATOR EXPERT

Nov 2022 - Present

Gear Inc., SURABAYA

- Ensure legal compliance and safety of content uploaded to our platform.
- Responsible for the development, improvement, and maintenance of standards for the security of platform's online communities.
- Improve the content management strategy for short video platforms.
- Coordinating with supervising departments for timely management of content that violates platform's policies.

MARKETING & EDUCATOR CONSULTANT

Mar 2022 - Jun 2022

PT. RUANG RAYA INDONESIA (Ruang Guru), SURABAYA

- Promoted workshops and other engaging development activities for course teams. Managed project timelines and implemented strategic adjustments to inform project development and outcomes.
- Planned and executed new strategies to increase sales.
- Operated tills to accurately process cash and credit card transactions by customer. Achieved service time and quality targets.
- Develop sales for the local market through various channels.

RESEARCH INTERVIEWERS

Jan 2022 - Feb 2022

PT. TRI TUNGGAL SELARAS, SURABAYA

- Attended and engaged in online and face-to-face meetings for quality control purposes of interviews conducted.
- Explained importance of participation to eligible individuals to encourage enrolment and completion of interviews.
- Followed strict guidelines during listening to and capturing respondent answers over appointment.
- Followed established protocols and policies to guarantee collection of accurate and valid data.
- Explained survey objectives and procedures to interviewees to facilitate comprehension. Asked questions following instructions to obtain specific information.
- Met supervisor on daily basis to submit completed questionnaires and discuss project progress.

ORGANIZATION & VOLUNTEER PROJECT

- Committee of Deutsche Woche 2019 // Inventory Operational staff
- Committee of UNESA PKKMB 2019 // PIC Executor
- Committee of KALANG project // Policy and Security staff
- Committee of 2018 SPACE 2018// PIC Executor
- Committee of Campus Freshman Year 2018 // PIC Executor
- Committee of LKMM-TD 2018 // Inventory operational staff

SKILL

- Fluent in English both oral and written
- Client Communication Sales Strategy
- Familiarity knowledge of platform's policy and content
- Microsoft Office, Google Workspace, & Social Media Handling