

Puspa Andhira Raudhya

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An enthusiastic, hardworking English Literature graduate with diverse skills, looking for an opportunity to contribute through an entry-level position and grow with the company.

Relevant Courses

- **Journalism 1 – Depok, Indonesia • Gunadarma University**

ATA 21/22 • Semester 4 • Grade: A

Focuses on knowledge and skills in the field of reporting, writing, and presenting information to the public accurately, objectively, and responsibly. **Social Networking and Creative Content Practicum – Depok, Indonesia • Gunadarma University**

PTA 22/23 • Semester 4 • Grade: A

Focuses on the use of social media and ethics in creating creative media in social media.

- **Pop Culture – Depok, Indonesia • Gunadarma University**

PTA 2022/2023, March 2023– August 2023 • Semester 5 • Grade: A

Focuses on the development of mainstream culture and its influence on society in everyday life.

- **Journalism 2 – Depok, Indonesia • Gunadarma University**

ATA 22/23 • Semester 6 • Grade: A

Focuses on knowledge and skills in the field of reporting, writing, and presenting information to the public accurately, objectively, and responsibly.

Education

Gunadarma University

English Literature • Undergraduate • GPA: 3.93

Performance and Honors:

- Students with the best academic achievements at Gunadarma University in semester 3 of 2021/2022.
- Students with the best academic achievements at Gunadarma University in semester 4 of the 2021/2022 academic year.
- Students with the best academic achievements at Gunadarma University in semester 5 of 2022/2023.
- Students with the best academic achievements at Gunadarma University in semester 6 of 2022/2023.
- Best Graduate of English Literature Study Program Class of 2020.

Work Experience

- **Personal Assistant • Anjar Supriadhie, SH. MH. • 2024 – Present • Remote • Part-time**

- Assistant to the law lecturer Anjar Supriadhie, SH. MH. of several law schools and universities (STIH Darma Andhiga, STIH Mimika, and STIHP Pelopor Bangsa).
- Handles the distribution of learning material, learning material organization, scores and exams, as well as conference meeting organization.

- Helping Mr. Anjar raise his productivity and reliability by 50%.
- **AI Model Trainer • DataAnnotation • 2024 – Present • Remote • Freelance**
 - Labeled and annotated datasets for AI model training.
 - Performed quality assurance checks on other contributors' work to ensure accuracy and consistency.
 - Fact-checked AI outputs for correctness, cultural nuance, and appropriateness.
 - Helped localize large language models (LLMs) into Indonesian to improve contextual and cultural relevance.
 - Designed and tested effective prompts (prompt engineering) to optimize AI performance.
 - Recorded voice samples and commands to train AI models on Indonesian accents and speech recognition.
- **Indonesian Linguist Josh Talks • Freelance Aug 2025 - Aug 2025 • India • Remote**
 - Recorded and transcribed conversations for JoshTalk, ensuring accurate documentation of spoken content.
 - Performed quality checks on both transcriptions and audio files to maintain high accuracy and clarity.
 - Supported development of Indonesian learning resources, contributing to a platform feature that helps users learn Indonesian through structured content.
 - Testing the application's functionality for users outside the Indian region.
- **AI Voice Trainer • Babel Audio • 2025 – Present • Remote • Freelance**
 - Participate in conversational or scripted voice sessions to train next-gen audio AI
 - Help AI learn natural language flow, tone, and emotional nuance.
- **AI Model Trainer • OpenTrain • 2025 – Present • Remote • Freelance**
 - Labeled and annotated datasets for AI model training.
 - Fact-checked AI outputs for correctness, cultural nuance, and appropriateness.
 - Helped localize large language models (LLMs) into Indonesian to improve contextual and cultural relevance.

Project

- **Seven Spheres of Action in *The Mandalorian Season 1*: Episodes 1, 2, and 3 Based on Vladimir Propp's Theory. • August 2023**
 Scientific Writing is submitted to the English Literature Department, Faculty of Literature and Culture, Gunadarma University.
- **Literature on Stage: Purgatory • September 2023 – January 2024.**
 One of the scriptwriters, assistant directors, and media team of the drama based on And Then There Were None by Agatha Christie, manages the drama production.
- **Narrative Analysis of *The Mandalorian Season 3*: Episodes 5, 6, 7, and 8 Based on Vladimir Propp's Theory. • November 2024**
 The thesis is submitted as a requirement for graduation from the Bachelor's Degree Program in the English Literature Department, Faculty of Literature and Culture, Gunadarma University.

Certification

- **Effective Presentation • HP Life • Issued October 2025**
 Skills: Presentation Design, Design, Communication, Sales, Business, and Data Presentation
- **Teacher Essentials • Canva • Issued October 2025**
 Skills: Teaching, Presentation Design, Design, Data Processing, and Group Work.

- **The Field Guide to Human-Centered Design • Canva • Issued October 2025**
Skills: Design, Graphic Design, User Experience, Problem Solving, Creative Thinking
- **Business Communication • HP Life • Issued September 2025**
Skills: Business English, Business Communications, Professional Writing, Interpersonal Communication, Presentation Skills
- **Business Email • HP Life • Issued September 2025**
Skills: Business English, Communication, Writing, Email Etiquette, Professional Correspondence
- **Canva Essentials • Canva • Issued September 2025**
Skills: Design, Graphic Design, Creativity, Visual Communication, Canva
- **Canva for Work • Canva • Issued September 2025**
Skills: Teamwork, Data Processing, Collaboration, Design Management, Canva
- **Graphic Design Essentials • Canva • Issued September 2025**
Skills: Graphic Design, Graphic Design Software, Typography, Branding, Visual Communication, Canva, Creativity, Layout Design
- **Marketing with Canva • Canva • Issued September 2025**
Skills: Design, Canva, Marketing, Brand Strategy, Content Creation
- **Certification Preparation Course of English for Housekeeping • Gunadarma University • Issued June 2024**
Skills: Communication, Housekeeping Management, English Proficiency, Professional Interaction, Hospitality.
- **Introduction To Text Genre and Supporting Tools for General Text Translation • Gunadarma University • Issued December 2023**
Skills: Translation, English Translation, Linguistics, Text Analysis, Editing
- **English for Business Interaction on Housekeeping • Gunadarma University • Issued June 2023**
Skills: Business, Communication, English Proficiency, Customer Service, Hospitality
- **English for Housekeeping Business Correspondence • Gunadarma University • Issued February 2023**
Skills: Business Strategy, Business Process, Writing, Correspondence, Professional English
- **Internet for Linguistic and Literature • Gunadarma University • Issued December 2022**
Skills: Research Design, Literature Reviews, Data Gathering, Internet Literacy, Academic Writing
- **English for Handling Tourist Complaint in Hotel Communication • Gunadarma University • Issued June 2022**
Skills: Customer Service, Customer Satisfaction, Problem Solving, Communication, Hospitality
- **English for Informing Services and Tourism Attractions in Hotel Communication • Gunadarma University • Issued February 2022**
Skills: Communication, Customer Service Management, Tourism Information, English for Hospitality, Presentation Skills
- **English for Informing Facilities in Hotel Communication • Gunadarma University • Issued August 2021**
Skills: Communication, Customer Service, English Proficiency, Tourism Communication, Hospitality Management
- **English for Greeting and Directing in Hotel Communication • Gunadarma University • Issued February 2021**
Skills: Customer Experience, Customer Satisfaction, English Communication, Guest Relations, Professional Etiquette

Soft Skills

Flexible and adaptable
Active listening skills
Able to work collaboratively in a team
Effective communication
Thorough and have a high attention to detail

Hard Skills

Proficiency in English
Microsoft Office
Photo and Video Editing Applications
CAT Tools

Language

Indonesian
English