

Dina Tania

Creative Assistant & Language Teacher

A professional graphic designer and creative assistant with entrepreneurial skills, who has also been engaged in language teaching and various literary activities.



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linktr.ee/DinaTania

SKILLS

- * Graphic Design
- * Social Media Management
- * Teaching Indonesian & English
- * Translation (Eng to Ind, Ind to Eng)
- * Content Creation & Editing
- * Illustration

EDUCATION

Diploma in Graphic Design and Multimedia

1999–2001 LICT, Petaling Jaya, Malaysia

Bachelor of Multimedia Design

2002–2003 Curtin University, Perth, Australia

TRAINING

Virtual Assistant Course

2023 online course by SGBVA

PROFESSIONAL SUMMARY

- * Over 15 years of experience as a professional Graphic Designer, either freelancing or as in-house staffs in companies such as TV station, advertising agency, college.
- * Working as a Virtual/Creative Assistant for more than 1 year handling majority expat and overseas clients.
- * Teaching Bahasa Indonesia and English for more than 1 year in Bali

WORK EXPERIENCE

- * As a Creative Assistant
 - Managing Social Media for Instagram: @CaretiniumHealth, @SankalpaJourney, @SevenSpicesUbud, @HeyDrJBK, @GetFruityCafe Ubud
 - Executive Assistant for PT Suka Studio & Design
- * As a Language Teacher
 - Teaching Bahasa Indonesia for more than 1 year in groups or private to foreigners in Bali
 - Teaching English to some staffs in Adhi Dharma Cargo and Joyously Raw restaurant.