

Curriculum Vitae



Personal Detail

Full Name	DIAN ORVI MEIRLINA
Address	Jl. Menur 2/56, Surabaya City, East Java, Indonesia
ID Number	3578095205790003
Mobile Phone / WhatsApp	+62 821 2988 1100
Skype ID	orvi_fairuz
E-mail	orvisayang@gmail.com
Religion	Islam
Nationality	Indonesia
Place, Date of Birth	Bondowoso, 12 may 1979
Marital Status	Divorced

Working Experience

Period	January 2003 – December 2003
Institution	Mary Fowler Scuba Diving School
Position	Front Office
Job Discription	Taking Calls, Manage Course Scedulle, Provide and distribute course modulle and exam, provide and distribute diving equipment for outbound training. School assistance
Period	February 2004 – December 2007
Institution	Balitbang Prov East Java
Position	Field Research Staff
Job Discription	Travel to field sites to collect and record data, entry data for research database and applications analysis. Conduct and record focus group discussion, review to ensure data completeness and accuracy.
Period	January 2008 – April 2017
Institution	Fairuz Collection, DTC Wonokromo
Position	Owner
Job Discription	Purchase and sells products
Period	March 2013 – October 2018
Institution	PANWASLU KOTA SURABAYA Election Watch – Surabaya City
Position	Election officer at Sukolilo District Area (March 2013-Dec 2013 East Java Gov Election)

	(Dec 2013-Sept 2014 Legislative and President Elections) (March 2015-January 2016 City Major Election) (January 2018-Nov 2018 East Java Gov Election) (January 2019-Oct 2019 Legislative and President Elections) Monitor, record and report election campaign, process and analyze data, make sure that all election process are in the right track
Period	September 2015 - May 2018
Institution	Pulley Ascent Asia, Pte Ltd. Singapore
Position	Voice Communicator (Remote)
Job Discription	Making voice communication, research bussiness organization and IT spending trend, identify project plan and profille the opportunity. Developing quality leads for clients. Conducts web research
Period	July 2016 - Now
Institutions	FieldGlobal Pvt Ltd India
Positions	Freelance Field Researcher and Interpreter
Job Discription	<ul style="list-style-type: none"> - Translate research process In Dept Interview from Indonesian Respondents for English Speaking client vice versa - Finding the right Panelist/ Respondents for the projects - Conduct face to face Online Interview
Period	February 2017 - Now
Institutions	Linguistix Tank
Positions	Freelance Indonesian and Javanese Transcriber
Job Discription	Transcribe "Ok Google" phrase
Period	March 2017 - August 2017
Institutions	Hidup.co.id
Positions	Customer Support Officer and Telemarketing
Job Discription	Collect and contact rental real estate agents to post their listings at Hidup.co.id
Period	July 2017 – August 2017
Institutions	Appen International
Positions	Freelance Madurese Transcriber
Job Discription	Find and extract Madurese News from YouTube
Period	July 2017 – August 2017
Institutions	2id.Asia
Positions	Freelance Madurese Transcriber and Translator
Job Discription	Transcribe Madurese videos and translate into Bahasa Indonesia and English (subtitling project)
Period	September 2017 – October 2018
Institutions	Integrated Retail
Positions	Sales Executive (Remote)
Job Discription	Telesales for Retail Software. Making outbound calls for selling POS Software to retail companies. Generate leads, follow up leads and appointment setting for demo meeting.
Period	October 2018 – Now
Institutions	Dinas Perumahan Rakyat, Kawasan Pemukiman dan Cipta Karya
Positions	Provinsi Jawa Timur
Job Discription	PTT Sekretariat Cheking Rusunawa and being connector between Rusunawa society and Dinas.

Educational Background

Period	1998 – 2002
Title	Graduate
Department	Political Science
Educational Institutions	AIRLANGGA UNIVERSITY SURABAYA
GPA	3.01

Qualification

Language	Bahasa Indonesia (Native), English (Fluent) Also fluent in some Indonesian folk language (Madurese and Javanese)
Special qualification	<ul style="list-style-type: none">- Good interpersonal skill- Good Communicating and Negotiating Skills- Love to meet new people and societies- Like to learn about new things- Experience in selling any product- Able to work remotely and independently with less supervising- Can work as a team- Can work under target
Tools	<ul style="list-style-type: none">- 15 Mbps Bandwidth Internet Connection- Lenovo G460 and HP 14-BS001TX laptops- Logitech H340 Headset