

# Nella Sanjaya



## Contact



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Grovetown, GA 30813

## About Me

**Detail-oriented** and adaptable professional with experience in design and **problem-solving**, eager to **learn new skills** while applying **strong** teamwork, organization, and process-driven abilities in a production environment.

In my **free time**, I enjoy traveling with my family and making beautiful memories together.

## Technical Skills

- Figma
- GIMP
- Canva
- Adobe Photoshop
- OpenShot Video Editor
- Doodly

## Education

- **Google UX Design Certificate**  
*Coursera (Online Course)* Jan - Aug 2024  
Completed a UX design training program focused on entry-level job readiness. Covered design thinking, UX research, inclusive design, and prototyping with Figma. Developed a portfolio with three projects, applying hands-on experience in every stage of the design process to earn my certification.
- **The Fundamentals of Digital Marketing Certificate**  
*Google* Feb 2022  
Earned a certification providing a thorough understanding of digital marketing fundamentals
- **GED**  
*Technical College System of Georgia* 2022 - 2023  
General Education Development Diploma

## Experience

- **Social Media Manager**  
*PT. SAM Element Indonesia* Jan – Oct 2019  
Developed and executed social media strategies to increase brand visibility and engagement, managed content creation and optimization, used analytics tools to track performance, monitored channels and responded to customer interactions, designed marketing materials, and collaborated with the marketing team and CEO.
- **Graphic Design**  
*Alena Gift & Souvenirs* Jan 2017 - Dec 2018  
Collaborated with clients to understand design needs, created graphics and layouts for various media, developed brand identities, designed mockups for client feedback, supported marketing campaigns, and managed production to ensure timely project delivery.
- **Office Manager**  
*Sinar Inti Teknologi* Aug 2007 - Oct 2016  
Managed daily administrative duties, including phone calls, emails, scheduling, record-keeping, document preparation, travel coordination, recruitment support, and office supply management.

## References

### Rudy Tondowijoyo

PT Sam Element Indonesia / CEO

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