



PUTRI NORMA

Customer Support

I am a hardworking and dedicated individual with a dynamic professional with experience in education and research, adept at fostering communication and problem-solving in diverse environments. A background in history education enhances the ability to engage audiences effectively and promote products or services with informed enthusiasm. Proven skills in time management and creativity drive innovative approaches to customer interactions. I adapt quickly to new environments, eager to continue learning new things and ready to make a positive contribution in the workplace.

Contact

Phone

+62-821-7301-9836

Email

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Address

Jl. Mustafa Kamil, Gg. Patok
(51)

Education

SMA N 16

2018-March, 2025

Universitas Sumatera
Utara

Soft Skills

Time Management

Teamwork/
Individual Work

Communication skill

Adaptability

Problem solving

Creative

Customer oriented

Hard Skills (Medium)

Ms. Office, Editing Canva

Experience

- Historia Trip Committee at Program Studi Ilmu Sejarah** **Apr 2019**
- Elementary School Tutor** **Mar 2019 - Aug 2019**
Worked as a tutor for elementary school and junior high school students for 1 semester
- Internship at Tjong A Fie Museum, Kesawan** **Jun 2021 - Nov 2021**
Participated in a certified internship program at the museum institution
 - Moderate schedule activities
 - Worked as a assistant manager
 - Worked as a guide
- Enumerator Researcher** **Aug 2021 - Nov 2021**
Participated as a research assistant in researched public advertisement newspapers 1948-1970.
- Participated in a tour guide program from Dinas Pariwisata** **Jun 2022**
- Freelancer** **Feb 2022 - Aug 2024**
 - Editorial writer and flayer for online *webinar (web seminar)*
 - Created websites for online *webinar (web seminar)*
 - Article/journal reviewer
 - Created E-certificates
- Elementary School Tutor** **Oct 2025 - May 2026**
Worked as a tutor for elementary school students

Additional Information

Language: Indonesian (Native), English (Intermediate, most at writing).



SERTIFIKAT

Nomor: 0056/TAF.06/RDA/2021

自强不息

The Tjong A Fie Memorial Institute

Memberikan apresiasi setinggi-tingginya kepada saudara/i :

PUTRI NORMA NASUTION

Telah melaksanakan Praktek Kerja Lapangan
di Museum Tjong A Fie Mansion Jl. Jend. Ahmad Yani No.105 Medan-Sumatera Utara
Selama 1 bulan, terhitung sejak bulan Juni s/d Juli 2021

Dengan Hasil **Baik**

Medan, 31 Juli 2021

Pengelola Museum Tjong A Fie Mansion



Rudiansyah, M.Hum.