

## APPENDIX



**CONTACT ME AT**

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West Jakarta
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-  087869441544
-  <http://linkedin.com/in/rakhel-brigitta>

**TECHNICAL SKILL**

- Public Speaking
- Handling Complaint
- Basic Food and Beverage Service skill

**ACHIEVEMENT AND AWARDS**

-  Joined vacal group competition 2017 in SMA XAVERIUS 1
-  Pass audition for Palembang Fashion Week 2018
-  Joined Front Office Competition 2019
-  Best Front Office student batch 2018
-  Joined selection of outstanding students UMN 2020

# RAKHEL BRIGITTA SUSANTO

## APPLYING AS A TRAINEE IN FOOD & BEVERAGE DEPARMENT

### PERSONAL PROFILE

I am student of Universitas Multimedia Nusantara, majoring Hotel Operations Program. Who have hobbies in singing, dancing, catwalk, and public speaking.

### WORK EXPERIENCE

- Take a position as student council in high school
- Take a position as model in Stage Management Palembang
- Internship in Mandarin Oriental Hotel Jakarta in Front Office Department
- Take a position as treasurer in the hospitality student association in Universitas Multimedia Nusantara

### EDUCATIONAL HISTORY

- **Universitas Multimedia Nusantara**  
Majoring in Hotel Operations Program | 2018 - present
- **SMA XAVERIUS 1 Palembang**  
Majoring in social science | 2015 - 2018
- **SMP XAVERIUS MARIA Palembang**  
Gifted Class | 2012 - 2015
- **SDK IPEKA Palembang**  
2006 - 2012

## Appendix 1 Curriculum Vitae

### ADVISORY FORM

Name	:	Rakbel Brigitta Susanto
NIM	:	00000031865
Batch	:	2018
Advisor	:	Yoanita Alexandra
Title	:	Maofish Crunchy

No.	Date	Time	Notes	Comment	Status
1	4 <sup>th</sup> Septemeber 2020	10:00 AM	Explained about the description of this business plan and start to think about the idea of business plan	The selection of business ideas must be more attractive and have a value for customers	Approve/Reject
2	21 <sup>st</sup> September 2020	10:00 AM	Discuss about the idea of business plan	Changed the business name to something more related to the product	Approve/Reject
3	25 <sup>th</sup> September 2020	10:00 AM	Discuss about the content of Chapter 1, quantitative questionnaire, and qualitative interview	The questions in the questionnaire must contain the required points and look for interviewees with similar types of businesses	Approve/Reject
4	2 <sup>nd</sup> October 2020	10:00 AM	Collect questionnaires and interview questions	Use better language according to the questionnaire	Approve/Reject
5	09 <sup>th</sup> October 2020	10:00 AM	Collect and discuss about Chapter 1	Non-English words must be in italic and pay more attention to the grammar	Approve/Reject

Appendix 2 Advisory Form I

6	21 <sup>st</sup> October 2020	07:00 PM	Discuss about the content of Chapter 2	In the marketing section, attach the company's swot analysis and goals	Approve/Reject
7	30 <sup>th</sup> October 2020	17:30 PM	Discuss about the content of Chapter 3	The facilities section can make the kitchen layout and the supply and suppliers section must be told the name of the shop	Approve/Reject
8	13 <sup>th</sup> November 2020	19:00 PM	Discuss about the content of Chapter 4	Can use microsoft excel to avoid miscalculation	Approve/Reject
9	21 <sup>st</sup> November 2020	19:00 PM	Collect and discuss about Chapter 4	Wrong calculation in the income statement	Approve/Reject
10	25 <sup>th</sup> November 2020	17:00 PM	Collect and discuss about executive summary	Add information about the financial plan and don't use wordy words	Approve/Reject

Acknowledged by,



(Yonita Alexandra)

Appendix 3 Advisory Form II