

CHAPTER IV

CONCLUSION AND SUGGESTION

4.1. CONCLUSION.

During my internship, I gained various valuable experiences that contributed to the development of my professional and interpersonal skills. This experience built effective communication with various related departments as well as prospective students and parents. In addition, I gained hands-on experience in managing student data, preparing administrative documents and using the school's data management system. This strengthened my understanding of the importance of administrative skills in a working environment. I was also involved in the preparation of promotional materials such as brochures and enrollment forms, as well as effective marketing strategies, which provided insight into the importance of promotion in attracting prospective students.

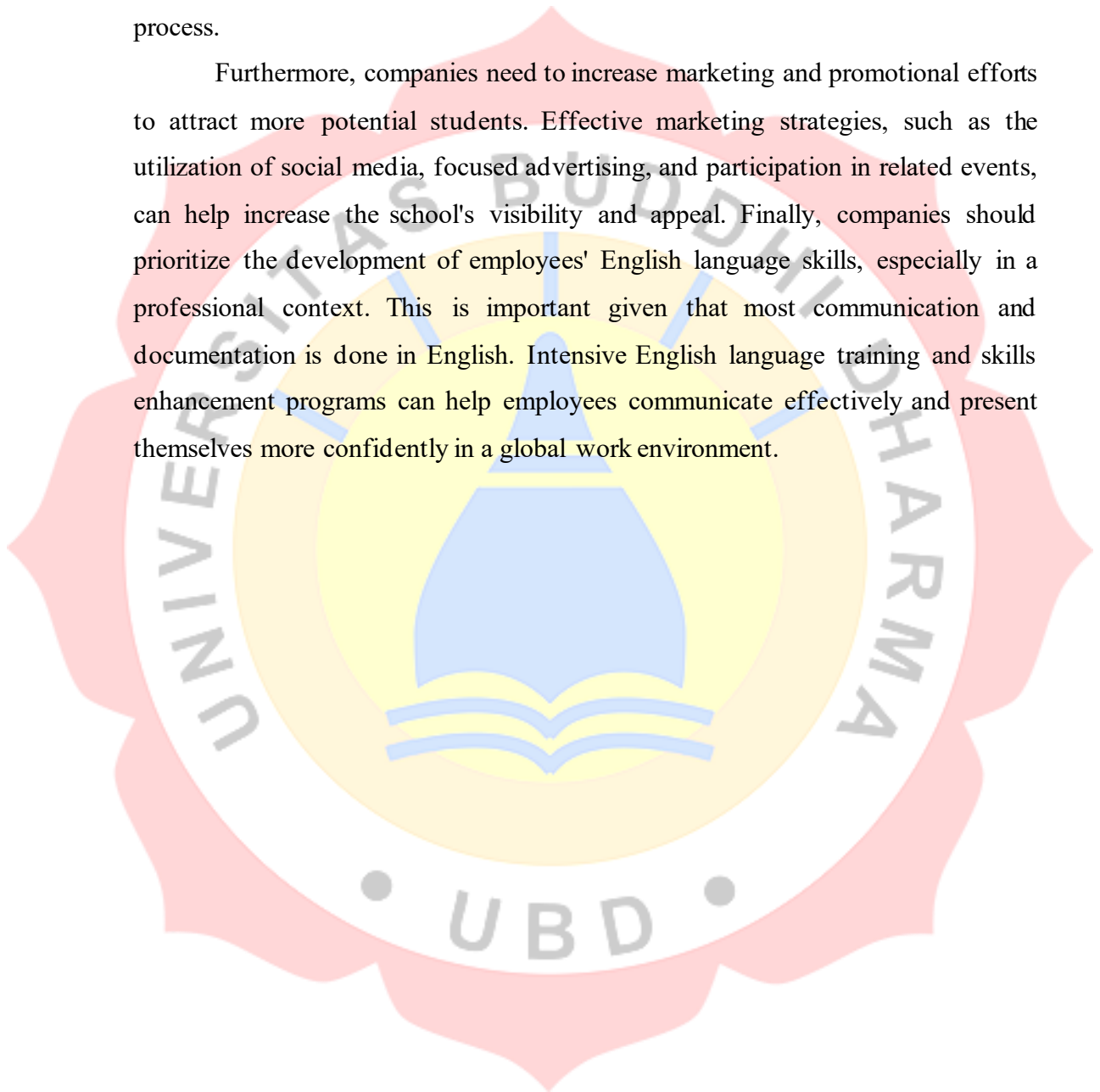
This experience also taught me about time and task management, where I learned to plan and prioritize tasks based on importance and deadlines, which helped improve my work efficiency. Although I faced some challenges such as ensuring the quality of the learning experience during the internship and maintaining a balance between the operational needs of the school and the learning objectives of the internship, I feel satisfied and proud to have completed this internship. This experience provided significant benefits to the development of my skills and knowledge in the field of admissions, as well as improving my English language skills in a professional context, as most of the communication and documentation was done in English.

4.2 SUGGESTION

These suggestions are expected to provide strategic value for the company in its performance improvement efforts. First, the company needs to develop a more comprehensive training program for new employees, particularly in terms of time management, task prioritization, and data management. This is important to ensure new employees have the necessary skills in a dynamic work environment. Second,

companies can improve the quality of the learning experience during internships by providing experienced and skilled mentors or supervisors. They can provide the necessary direction, feedback and support for interns to optimize their learning process.

Furthermore, companies need to increase marketing and promotional efforts to attract more potential students. Effective marketing strategies, such as the utilization of social media, focused advertising, and participation in related events, can help increase the school's visibility and appeal. Finally, companies should prioritize the development of employees' English language skills, especially in a professional context. This is important given that most communication and documentation is done in English. Intensive English language training and skills enhancement programs can help employees communicate effectively and present themselves more confidently in a global work environment.



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CURRICULUM VITAE



MIKA D NAINGGOLAN

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COMPUTERS SKILLS

- Accurate
- Autocad
- Microsoft Excel
- Microsoft Point
- Microsoft Word
- Sketchup
- Google earth
- Canva



ORGANISATION

- Bendahara OSIS (2015)
- Ketua OSIS (2016)
- Anggota himpunan mahasiswa Teknik Sipil Nommensen Medan
- Anggota Badan Eksekutif mahasiswa Teknik Medan
- Anggota Forum komunikasi mahasiswa Teknik Sipil Indonesia
- Anggota himpunan Mahasiswa Pakkat

WORK EXPERIENCE

- Member Oriflame Sweden ,Medan
- Sales executif PT.Astra Daihatsu Internasional TBK , Jakarta Timur
- Admin Pajak ,PT petra sejarah abadi Gading Serpong
- Staf Admission ,PT Stella Maris internasional school
- Guru ,PT Stella Maris Karawaci

EDUCATION HISTORY

-  SMA RK ST MARIA PAKKAT (2018)
-  UNIVERSITAS BUDHHI DHARMA (on process)

SOCIAL NETWORKS

IG : Mikacuuuuuu

FB: MIKHA NAINGGOLAN

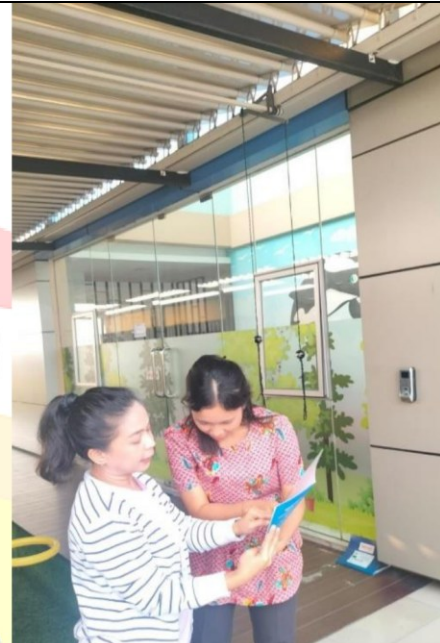
CERTIFICATIONS

-  **WIKA FORUM ENGINEERING (2020)**
Institution: PT Wijaya karya Persero TBK
-  **CIVIL ENGINEERING INNOVATION (2022)**
Institution: Teknik Sipil Universitas Diponegoro
-  **PELATIHAN MICROSOFT (2023)**
Institution: Stella Maris Karawaci

APENDICS



Inform parents regarding the prices and curriculum of the Stellamaris Karawaci school



Inform parents regarding the prices and curriculum of the Stellamaris Karawaci school



Open house in Stella maris School Karawaci



Playground Stellamaris School Karawaci



farewell photos for 2nd grade children



teaching and learning process in class

k2



Usp publication by podcast



Fieldtrip stella maris school karawaci in kuntum farmfield Bogor



Stella Maris School Karawaci Building



Stella Maris Karawaci school infrastructure



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September 06, 2024

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Dosen Pembimbing : Hot Saut Halomoan, S.Pd., M.Hum
Judul Skripsi : Job report as an admission at stellamaris school of

Tanggal	Catatan	Paraf
2024-04-10	Unit 1 Judul	
2024-04-12	Unit 1: Topik	
2024-04-12	Unit 1: Topik	
2024-04-19	Unit 1/2 Introduction	
2024-05-12	Unit II Profile	
2024-05-18	Unit III Pembahasan	
2024-06-23	Unit IV Kesimpulan	
2024-07-11	Unit Revisi	
2024-07-12	Referensi	

Mengetahui

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Tangerang, 12 July 2024

Pembimbing



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