

Sinta Nuria Syabilana

Bojonegoro, East Java, Indonesia | sintanuria1224@gmail.com

EDUCATION & AI SUPPORT SPECIALIST

Detail-oriented educator with hands-on experience in elementary education, classroom management, lesson planning, student assessment, and educational content development. Skilled in creating engaging worksheets, personalized learning materials, and interactive classroom activities. Experienced in using AI-powered tools including ChatGPT, Google Gemini, and Microsoft Copilot to improve productivity, organize information, and support content creation. Strong analytical thinking, attention to detail, adaptability, and communication skills. Seeking remote opportunities in AI Training, Data Annotation, Content Review, Education Support, Quality Assurance, or Virtual Assistance.

CORE COMPETENCIES

AI Prompt Evaluation • AI Tools (ChatGPT, Gemini, Microsoft Copilot) • Data Annotation • Content Review • English Communication • Classroom Management • Lesson Planning • Educational Content Development • Worksheet Design • Student Assessment • Google Workspace • Microsoft Office • Canva • Problem Solving • Critical Thinking • Time Management • Attention to Detail • Team Collaboration • Adaptability

PROFESSIONAL EXPERIENCE

Elementary School Teacher | MINU Unggulan Walisongo, Bojonegoro, Indonesia | 2024–Present

- Plan and deliver engaging lessons aligned with curriculum objectives.
- Design worksheets, learning resources, and classroom activities for elementary students.
- Evaluate student performance and provide constructive feedback.
- Maintain accurate learning records and classroom documentation.
- Integrate AI-powered tools and digital platforms into lesson preparation and daily workflow.
- Collaborate with teachers and parents to improve student learning outcomes.
- Adapt teaching strategies based on students' individual learning needs.

EDUCATION

Bachelor's Degree in Education
UIN Sunan Ampel Surabaya | Graduated: 2024

CERTIFICATIONS

- Microsoft Digital Skills Training
- English Language Training – Pare, Kediri

TECHNICAL SKILLS

Microsoft Word, Excel, PowerPoint, Google Docs, Google Sheets, Google Classroom, Canva, ChatGPT, Google Gemini, Microsoft Copilot

LANGUAGES

Indonesian (Native) | English (Professional Working Proficiency)