AI ADOPTION · AUTOMATION · DATA & ANALYTICS

Noorliza Putri Yeo

Virtual assistant for teams that want clean data, automated workflows and AI that actually gets used.

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0 m · Surface

ABOUT ME

From the President's Office to the boardroom

Executive Assistant to the Country Director at Nityo Infotech, across Indonesia and Thailand — previously secretary intern at the Executive Office of the President.

Organised, discreet and calm under pressure — now adding automation, dashboards and AI.

IISMA Awardee · Coventry University

Summa Cum Laude · Universitas Indonesia

WHAT I DO

Services

Workflow automation

Repetitive tasks turned into flows that run on their own — forms, sheets, inboxes and apps, connected.

Data and dashboards

Data entry, cleaning and visualization — messy records turned into dashboards you can read at a glance.

New

AI adoption

AI introductions, usage guidance and custom skills your team can reuse every day.

Template creation

SOPs, invoices, proposals and trackers — branded, fill-in-the-blanks and ready to reuse.

Presentation design

Decks, reports and visuals that look polished and say one thing clearly.

Executive support

Calendars, cross-border meetings, inbox, CRM and confidential documents — handled with discretion.

BUILT ONCE, USED EVERY DAY

Template Creation

SOP

Client onboarding

INVOICE

Monthly services

Total due

TRACKER

Project tasks

Also: Proposals · Quotations · Meeting minutes · Onboarding checklists · Content calendars · Email templates

AI INTRODUCTION AND GUIDANCE

AI Adoption

I help teams use AI with confidence — Claude, ChatGPT, Gemini, Grok, Perplexity, Manus and more — and turn their best routines into reusable skills.

01

AI introduction

Friendly onboarding: which tool fits which job — writing, research, agents — where each falls short, and how to fit them into daily work.

02

Custom skills and assistants

Claude skills, custom GPTs and Gemini Gems that handle reports, emails, proposals and data clean-up in your format, every time.

03

Usage guidance

Prompt libraries, do's and don'ts, and simple rules for privacy and review, so the whole team uses AI safely.

FROM ROUTINE TO REUSABLE

How I Build an AI Skill

1

Map the task

Sit with the team, capture the routine step by step and collect real examples.

2

Write the skill

Clear instructions, templates and house rules — your format, tone and checks.

3

Test on real cases

Run it against past work, fix the gaps and repeat until the output is right.

4

Hand over

A short guide and walkthrough so anyone on the team can use and update it.

```
weekly-report/
  SKILL.md
  template.docx
  style-rules.md
  examples/
```

Prepare this week's client report.

Done — your report is ready in the house template, with figures pulled from the tracker.

UNIVERSITAS INDONESIA

3.95/4.0

Summa Cum Laude — Diploma
in Office Administration, 2025

PROOF, IN NUMBERS

Highlights

12,000+

applicants for IISMA — selected to study in the UK

Coventry University, 2024

70+

official documents handled every month

Executive Office of the President

40%

faster data retrieval through employee-data archiving

Executive Office of the President

400+

proposals, reports and official documents overseen

PEMIRA Universitas Indonesia

30% more efficient workflow

Best Secretary Staff · OKK UI

20+ academic journals reviewed

300+ attendee public lecture

WHERE I'VE WORKED

Work Experience

NITYO INFOTECH · INDONESIA & THAILAND

Executive Assistant

Oct 2025 – Present

- Executive support to the Country Director — calendars, cross-border meetings and priority communications
- Liaison between internal teams, clients and stakeholders
- Streamlined processes and organised documentation systems

EXECUTIVE OFFICE OF THE PRESIDENT

Secretary Intern

Kantor Staf Presiden · Jan – Jun 2025

- Supported the Head of Secretariat across 5+ deputies
- 70+ official documents a month; workflow 30% more efficient
- 100% filing compliance; data retrieval 40% faster

VOCATIONAL PROGRAM · UNIVERSITAS INDONESIA

Assistant Lecturer

Nov 2023 – Aug 2025

- Reviewed and refined 20+ academic journals to quality standards
- Research and analysis for the Head of Study Program
- Master of Ceremony for academic events

COMMITTEES AND LEADERSHIP

Leadership Experience

MAR 2023

Project Officer

Public lecture “Bangga Menjadi Indonesia”

7 divisions coordinated · 300+ students

JUN – SEP 2023

Staff Secretary

OKK Universitas Indonesia

Best Staff · correspondence for 20+ divisions

OCT – DEC 2023

Head of Secretarial Division

PEMIRA Universitas Indonesia

Led 3 staff · 400+ documents · 300+ forms archived

MAR – MAY 2024

Project Officer

Table Manner, Office Administration UI

Cross-division schedules and deadlines

FOUNDATIONS

Education and Certifications

Education

Universitas Indonesia

Diploma in Office Administration · 2022 – 2025 · GPA 3.95 · Summa Cum Laude

Coventry University, UK

IISMA Awardee · Aug 2024 – Jan 2025 · 20 credits in Business & Management

Languages

English · Professional

Bahasa Indonesia · Native

Mandarin · Beginner

Japanese · Beginner

Certifications

HubSpot Inbound

HubSpot Academy

Duolingo English Test

Score 125 · 2024

Zahir Accounting

Score 91 · 2023

ASEAN Data Science Explorers

E-certificate · 2023

Certificate of Distinction

University of Waterloo

TOOLBOX OF THE MIND

Skills and Specialties

Core skills

- Communication
- Public speaking
- Leadership
- Problem solving
- Time management
- Organisation
- Typing

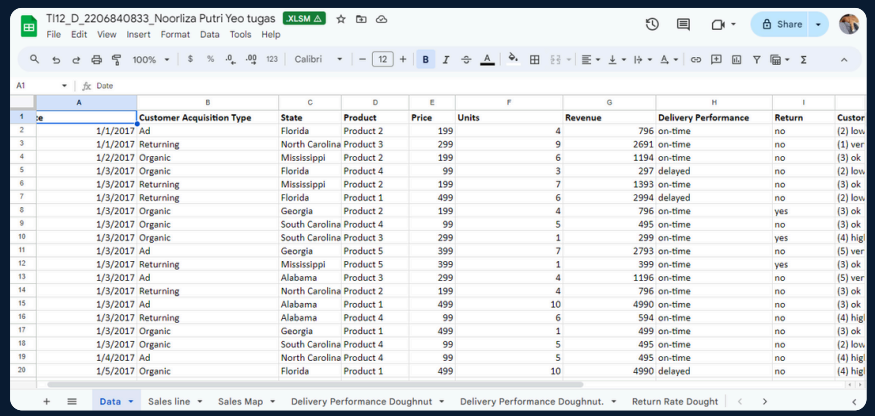
Specialties

- Executive support
- Calendar management
- Confidential correspondence
- AI adoption
- AI skills
- Template creation
- Automation
- Dashboards
- Data visualization
- Data entry and cleaning
- CRM
- Presentation design
- Document management
- Email management
- Project management

EIGHT SAMPLES · DATA, COMMUNICATION, PLANNING, RECORDS

Examples of Work

Data Entry and Analysis



	A	B	C	D	E	F	G	H	I
1	e	Customer Acquisition Type	State	Product	Price	Units	Revenue	Delivery Performance	Return
2	1/1/2017	Ad	Florida	Product 2	199	4	796	on-time	no
3	1/1/2017	Returning	North Carolina	Product 3	299	9	2691	on-time	no
4	1/2/2017	Organic	Mississippi	Product 2	199	6	1194	on-time	no
5	1/3/2017	Organic	Florida	Product 4	99	3	297	delayed	no
6	1/3/2017	Returning	Mississippi	Product 2	199	7	1393	on-time	no
7	1/3/2017	Returning	Florida	Product 1	499	6	2994	delayed	no
8	1/3/2017	Organic	Georgia	Product 2	199	4	796	on-time	yes
9	1/3/2017	Organic	South Carolina	Product 4	99	5	495	on-time	no
10	1/3/2017	Organic	South Carolina	Product 3	299	1	299	on-time	yes
11	1/3/2017	Ad	Georgia	Product 5	399	7	2793	on-time	no
12	1/3/2017	Returning	Mississippi	Product 5	399	1	399	on-time	yes
13	1/3/2017	Ad	Alabama	Product 3	299	4	1196	on-time	no
14	1/3/2017	Returning	North Carolina	Product 2	199	4	796	on-time	no
15	1/3/2017	Ad	Alabama	Product 1	499	10	4990	on-time	no
16	1/3/2017	Returning	Alabama	Product 4	99	6	594	on-time	no
17	1/3/2017	Organic	Georgia	Product 1	499	1	499	on-time	no
18	1/3/2017	Organic	South Carolina	Product 4	99	5	495	on-time	no
19	1/4/2017	Ad	North Carolina	Product 4	99	5	495	on-time	no
20	1/5/2017	Organic	Florida	Product 1	499	10	4990	delayed	no

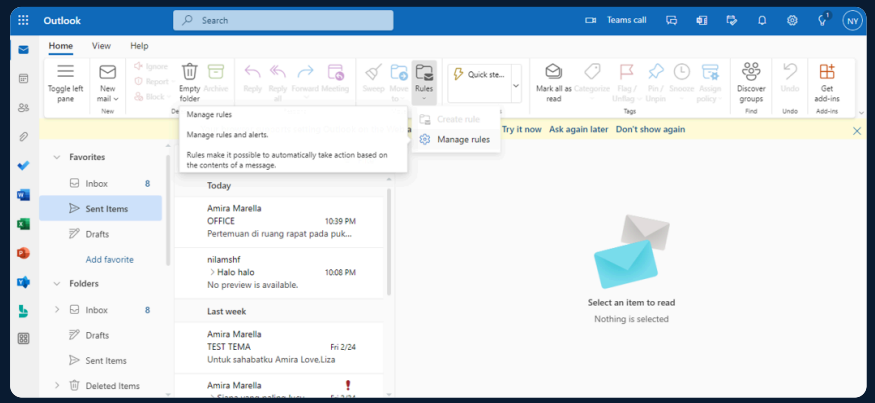
Data entry

Structured sales records — dates, regions, products, revenue and delivery status — kept clean and consistent.

Data analysis

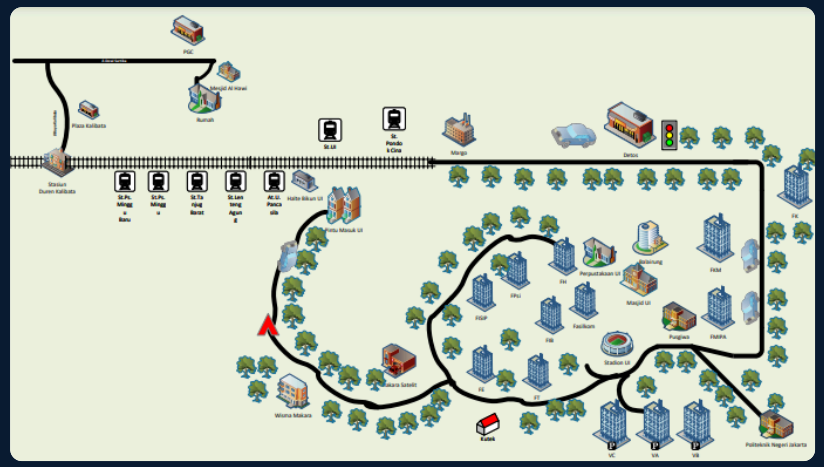
A customer success dashboard tracking sales, deliveries, acquisition and satisfaction at a glance.

Email and Visual Communication



Email management

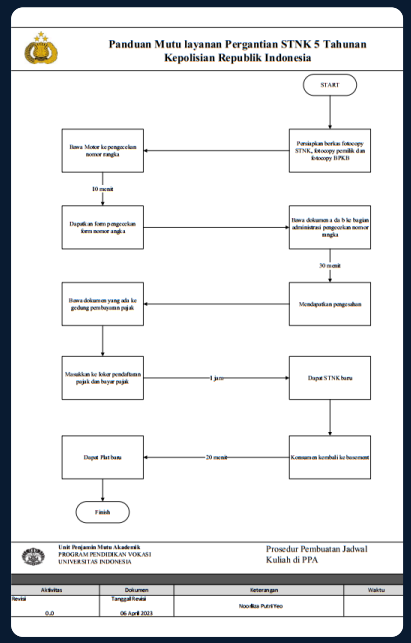
An Outlook inbox organised with folders, rules and sweep so nothing important slips through.



Visual representation

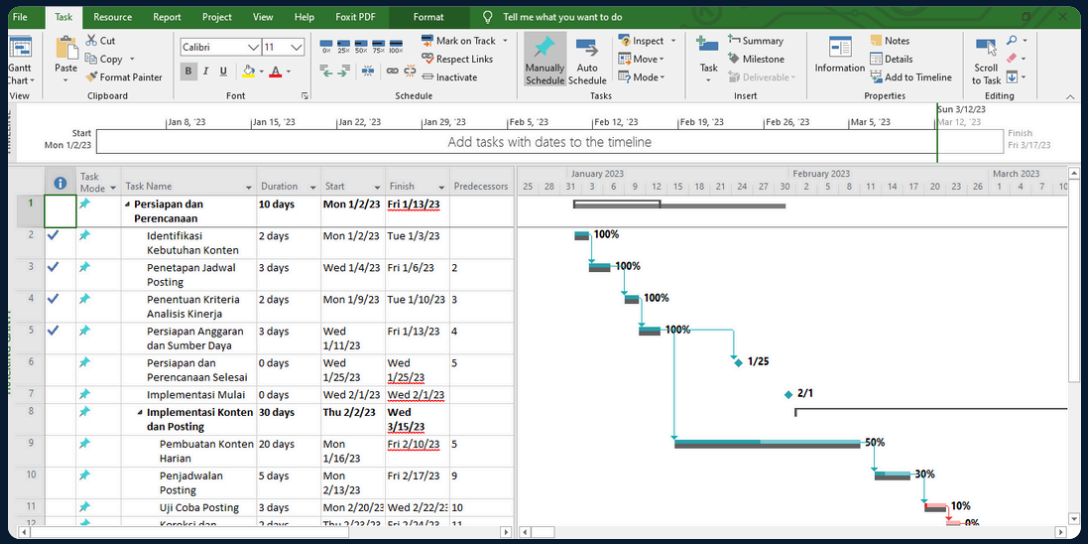
An illustrated route map that turns locations and connections into one readable picture.

Process Diagrams and Project Plans



Process diagram

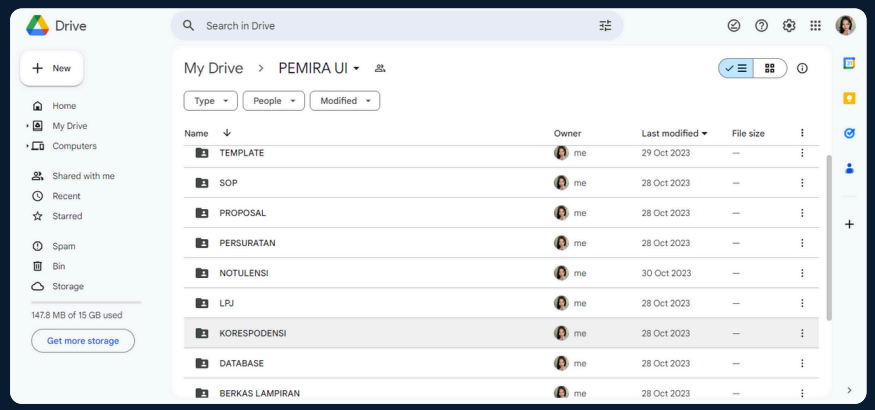
A step-by-step service procedure flowchart with timings.

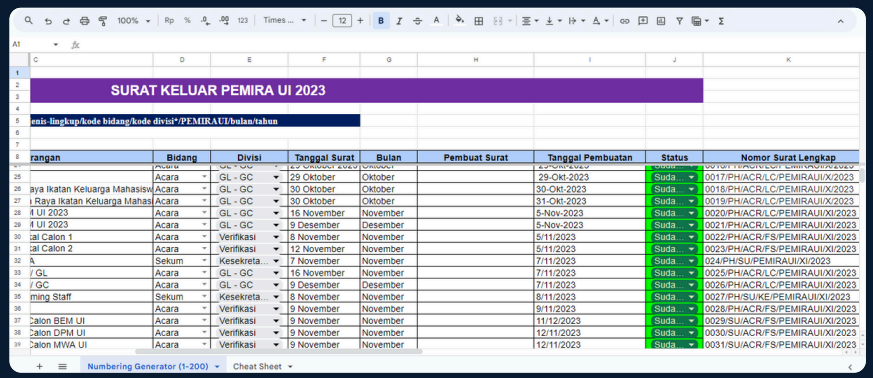


Project management

A Microsoft Project plan with tasks, durations, dependencies and progress on a Gantt timeline.

Documents and Correspondence





Document management

A shared Google Drive for PEMIRA UI — templates, proposals, minutes and correspondence, each in its place.

Correspondence

The 2023 outgoing-letter register for PEMIRA UI, with numbering, dates and status tracked per letter.

21 TOOLS, FLUENT

Toolkit

Claude	ChatGPT	Gemini	Grok	Perplexity	Manus	DeepSeek
Google Sheets	Excel	Apps Script	n8n	Zapier	HubSpot CRM	Canva
PowerPoint	Word	Outlook	Gmail	Google Drive	Visio	MS Project

Work with me

Even in the deepest water, I'll keep things shining.

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