

Nadira Hapsari

Bogor City, Indonesia | +6285156170771 | nadirahapsari@upi.edu

Summary

A Library and Information Science student at UPI with a proven passion for social media management. Experienced in handling news accounts, fanbases, and menfess auto bases. Skilled in news delivery, community building, and media partnerships, with a track record of boosting followers and engagement. Also experienced as a personal assistant, adept at scheduling and coordination. Enthusiastic about organizing community events.

Experience of Work

@Tang__Kira (X) | Social Media Admin

2021 - Present

- Effectively managed accounts.
- Created engaging and informative posts.
- Summarized and shared news clearly, consistently, and accurately.
- Built relationships with media partners for content collaboration.

TMI HARI INI | Staff

2024 - Present

- Shared engaging global news
- Successfully created a series of bootcamps and short video competitions with approximately 100 participants.

Experience of Community

Hutan Harapan Fundraising

November - February 2024

- Successfully engaged 25 K-Pop communities (fanbases) and the public to donate.
- Raised Rp 41.966.326,00 in donations.
- Planted 130 trees in a fire-affected area in Hutan Harapan, Bungku, Bajubang, Batang Hari Regency, Jambi.

Education

SMA Negeri 3 Bogor

2019 - 2022

Science

Universitas Pendidikan Indonesia

2022 - Present

Library and Information Science; Faculty of Education

Skills & abilities

Language Skills

- Indonesian
- English

Soft Skills

- Community Building: Ability to foster and maintain active communities.
- Problem Solver: Ability to identify and resolve issues effectively.
- Communication: Effective communication with various stakeholders.

Hard Skills

- Social Media Management
 - Effectively managing multiple social media accounts (currently managing 4 actively).
 - Analyzing data to develop strategies for increasing followers and engagement.
 - Scheduling and managing appointments.
- Community Organization
 - Planning and executing events.
 - Building partnerships with other communities.
- Technical Skills
 - Proficient in Microsoft Office Suite and Google Suite.
 - Proficient in using Canva for graphic design.

Certificate

- Proficiency Test of English to Speakers of Other Languages
Score: 517 (Certificate Number: T-2410181/C-P/DP-BBUPI/05/2024)
- IC3 GS6 Level 1
Score: 841