

Ajrina Hafizhah

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🏠 Jatisampurna, Bekasi, Jawa Barat



EDUCATION

State University of Jakarta

Community Education

July, 2018 - Now

Jakarta, Indonesia

- Cumulative GPA : 3.57 / 4.0
- Undergraduate Community Education Student majored in Education
- Relevan Course Works : Andragogy, Learning Development, Assessment Technique, HR Development



PROFESSIONAL EXPERIENCE

Badan Kependudukan dan Keluarga Berencana Nasional (BKKBN)

Administrative Assistant

Sept 2021 - Dec 2021

Jakarta, Indonesia

- Participated prepare counseling materials
- Participated prepare World Contraception Day 2021
- Participated in "Seminar Nasional Daring Sosialisasi Pancasila di Lingkungan BKKBN dengan tema 'Penerapan Nilai-Nilai Pancasila dalam Membangun Keluarga Indonesia yang Berkarakter Pancasila'"
- Managed outgoing - incoming files

State University of Jakarta

Lecturer Assistant in Multiliteracy Courses

Sept 2020 - Jan 2021

Jakarta, Indonesia

- Develop syllabus and schedules, organized classroom materials, creating a new strategy discussion in classroom to engage and exchange ideas among students.
- Mentored 90 students per week online, provide counseling to those who needs more challenges.



ORGANIZATIONS

Lembaga Legislatif Mahasiswa Prodi (LLMP)

Head of Education Commission

March 2019 - Jan 2020

Jakarta, Indonesia

- Coordinate with the Education Commission on all ongoing programs.
- Supervise the ongoing program.
- Evaluate the program.

Lembaga Legislatif Mahasiswa Prodi (LLMP)

Aspiration Agency

March 2019 - Jan 2020

Jakarta, Indonesia

- Receive the aspirations of study program students
- Accommodate the aspirations of study program students.
- Implement aspirations that are appropriate to the situation

Badan Perwakilan Mahasiswa FIP (BPM FIP)

Education Commission

Feb 2019 - Dec 2020

Jakarta, Indonesia

- Coordinate with the Education Commission on all ongoing programs.
- Supervise the ongoing program.
- Evaluate the program.

Badan Perwakilan Mahasiswa FIP (BPM FIP)

Aspiration Agency

Feb 2019 - Dec 2020

Jakarta, Indonesia

- Receive the aspirations of students of the faculty of education
- Accommodate the aspirations of students of the faculty of education.
- Implement aspirations that are appropriate to the situation



COURSE

Harisenin.com

Improve Employee's Performance with Training and Development

July, 2022

Jakarta, Indonesia



SKILLS

Soft Skills : Leadership, Multitasking, Adaptability, Team Work, Coaching, Excellent in communication, Time Management, Confidentiality.

Hard Skills : Microsoft Office (Word, Excel, Power Point), Google Drive, Google Form, Canva, Video Editor.

Languages : Indonesian (Native), English (Upper Intermediate), Arabic (Beginner)