

IVENA SABITA WIRANDA

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A first-year college student of Institut Teknologi Sepuluh Nopember that majors in Information Systems who is focusing on developing his skills, is willing to learn new things, and aspires to become someone that is reliable to others. My set of skills, strong leadership, good way of communicating, and partnership capabilities will make them a great asset for any organization. I am committed in using my full capabilities to show my effective sharing of goals and collaborate with others to give the optimal results for the organization.

EDUCATION

Information Systems | Institut Teknologi Sepuluh Nopember

- Executive Board 2022 – Present

High School | SMA Negeri 3 Malang

2019 – 2022

EXPERIENCES (VOLUNTEER/ORGANIZATIONAL/WORKING)

Secretarial Staff of Data Management | GERIGI 2023

Agustus 2023

- Coordinating with the Staff Mentor to collaborate in all activities with GERIGI ITS 2023 participants according to the small group assignments.
- Coordinating with the Data Center Subdivision regarding the requirements needed for the administration of GERIGI ITS 2023 participants.
- Send the form links (attendance, feedback, permission, and assignments) to GERIGI ITS 2023 participants, and regularly remind and check on the form submissions.

Information Technology Convention Event Staff | Information Systems Expo 2023

April 2023 – July 2023

- Making the Participating in brainstorming sessions to generate ideas for event activities, speakers and events's details
- Participating in brainstorming sessions to generate ideas for event activities, speakers and events's details
- Assisting in the overall planning and organization of the main event.
- Making rundown, General Guidelines, and Standard Operating Procedures
- Coordinating and communicating with speakers and moderators to ensure their technical requirements and preparations

Event Staff | Negasi 2022

January 2023 – February 2023

- Responsible in the making of the event's concept
- Responsible in assisting the Master of Ceremony and making the event's rundown
- Responsible for coordinating between divisions in preparing the event

Event Staff | MABA CUP 2022

October 2022 – December 2022

- Responsible in the making of concept of the opening and closing of the event*
- Responsible for the execution of the pre-event*
- Responsible in making the event's rundown*

Scholastic Supervisor | Smanti Education Festival 2021

February 2021 – June 2021

- Responsible for making rundown for the event*
- Responsible for coordinating between the competitions*
- Responsible for the collaboration with stake holders*
- Responsible for the orderliness throughout the event*

Event Staff | LDK Bhawikarsu 2021

August –November 2021

- Making the whole concept for the event and details for the event*

- *Responsible for coordination with the speaker for the webinar*
- *Responsible for making rundown for the event*

Cast Director | Pagelaran Seni Citra Smanti 2021

August – December 2021

- *Arranging and concepting cast mapping process*
- *Responsible for training casts and being contact person for the casts*
- *Coordinate with Stage Management*
- *Arranging the schedule, monitoring, and evaluating the shooting process*
- *Responsible for finding teams and meeting its quota*

Disciplinary Committee | MPLS Bhawikarsu 2021

August 2021

- *Supervising the orderliness of the event*
- *Responsible for the details of the engagement event*
- *Evaluating the participants*
- *Serves as one of the mentors for participants*

General Vice President | OSIS/PK Bhawikarsu

December 2020 – December 2021

- *Responsible person for Succession division*
- *Supervising every work program of Student Councils*
- *Serves as a board of Statutes and Bylaws*
- *Vice presidium 2 in the assembly forum*
- *Leading the routine evaluation of Student Councils' performance*

Treasurer | Forum Sastra Bhawikarsu 2021

November 2020 – November 2021

- *Allocating budget and cashflow*
- *Responsible for every extracurricular's work program and financial records*

Chief Executive | Pemilihan Ketua OSIS dan Ketua Umum PK 2020

August – November 2020

- *Making the grand design and timeline of the event*
- *Coordinate with Student Affairs and Student Councils*
- *Leading and supervising the event*

Publication Staff | Smanti Education Festival 2020

February– June 2020

- *Publishing the event to targeted schools*
- *Increasing public attention regarding the event to students*

Event Division Supervisor | Smanti Informasi Pendidikan 2020

January – February 2020

- *Supervising the event*
- *Coordinate the progression of the event to other divisions*
- *Assisting the Master of Ceremony throughout the event*
- *Evaluate staff's performance*
- *Responsible for finding teams and meeting its quota*

Strength and Weakness

Strength

- *Highly organized and detail-oriented. I have a strong ability to plan and manage tasks effectively, ensuring that everything runs smoothly during the event planning process. Highly motivated and dedicated to delivering high-quality results. I take ownership of my tasks and work diligently to ensure that the event is a success.*
- *Good communicator and have strong verbal and written communication skills. I can effectively convey information and instructions to team members and stakeholders, as well as engage with event attendees professionally.*

Weakness

- *I have limited experience in coordinating large-scale events. While I have successfully managed smaller events, I recognize the need to further develop my skills in handling larger and more complex events. I am currently working on expanding my knowledge of event management software and tools*

SKILLS AND LANGUAGES

Hard skills

- *Java, Google Form, Microsoft Word, Microsoft Excel*

Soft Skills

- *Leadership, Team work, Time management, Easy to adapt, Critical thinking, Decision making*

Languages

- *Native Indonesian, Proficient in English*