

# RACHMA WIDYA NINGTYAS

[rachmawidyaa09@gmail.com](mailto:rachmawidyaa09@gmail.com) | +6287734609293

<https://www.linkedin.com/in/rachma-widya-ningtyas-a73735231/>

## EXECUTIVE SUMMARY

---

Library Science Student with professional experience in the field of data management, social media management, and full stack development. Furthermore, possess organizational experience in the field of project management and finance. An eager lifelong learner who constantly grows by seeking new knowledge and new challenges that will add into new experience. Looking to continue the development of skills in a professional environment.

## EDUCATION

---

### **Bachelor of Library Science, Universitas Indonesia**

2020 - Present

- **GPA:** 3.65 / 4.00
- **Relevant Coursework:** Basic Information Management Technology, Database for Information Institutions, Metadata for Information Retrieval, Information Technology Development Application.

## WORKING EXPERIENCES

---

### **Internship, Komisi Kejaksaan Republik Indonesia**

Jul 2022 – Aug 2022

- Handled data management duties, by inputting data with Microsoft Office Suite, based on the given data information.

### **Librarian Intern, Kalbis Institute**

Jun 2022 – Jul 2022

- Managed the company's social media account, by conducting content planning and development (Instagram Reels & Instagram Feeds), using Canva, Microsoft Office and several other video editing software.

## ORGANIZATIONAL EXPERIENCES

---

### **Supervisor, Ikatan Mahasiswa Riau**

Mar 2023 - Present

- Performed tasks delegations across the organization's members, by supervising any programs held by the organization, to provide evaluations and feedbacks to the organization's members regarding their work performance.

### **Staff of Creative Business, BEM FIB Universitas Indonesia**

Feb 2022 – Des 2022

- Delivered the program of 'Warung Budaya', to fulfill the organization's function of optimizing business creativity among the students.

### **Staff of Human Resources, Ikatan Mahasiswa Ilmu Perpustakaan**

Feb 2022 – Des 2022

- Organize and delivered the program of 'Team Building' to bring approximately 120 members of the organization's, purpose to build a great working team collaborator and warmth atmosphere among the members of the organization.

### **Bendahara, Universitas Indonesia Goes to Riau**

Aug 2021 – Feb 2022

- Performed financial management for the organization, by arranging budget plan, conducting financial planning, supervising any financial transactions, maintaining adequate amount of cash based on the organization's needs, and recording the organization's financial accounts.
- Supervised the sponsorship and fundraising division, to conduct fundraising activities and sponsorship application, in order to achieve the organization's profits target.

## SKILLS

---

**Language:** Bahasa Indonesia (Native), English (Professional)

**Software:** Microsoft Office, Google Suite, Canva, iMovie, VN Editor

**Others:** Data Management, Data Input, Information Presentation, Management Sosial Media, Social Media Content Planning and Development, Cross-Functional Communication, Project Management, Multi-Stakeholder Communication, Financial Management, Teamwork.

## PORTOFOLIO

---