

ALFI LAILA ROHMAWATI

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Malang, Jawa Timur, 65233

I am a civil engineering graduate open to any job opportunities, both related and unrelated to civil engineering.

EDUCATION

Universitas Muhammadiyah Malang

Civil Engineering

- GPA 3,30/4,00 | Study Duration 3 years 11 month
- Served as a public relation officer for the Civil Engineering Student Organisation
- Led project management and cost estimation responsibilities in the final project team

SMKS Muhammadiyah Pangkalan Bun

Multimedia

- Average grade 81,79
- Led the **Zona Multimedia** extracurricular program and managed the social media account @smklivenet

WORK EXPERIENCE

Internship – Housing Developer

PT. MORSE Indonesia | October, 2023 – February 2024

Architectural and Engineering Division

- Assisted in the design of residential project blueprints using **AutoCAD, REVIT**
- Supported technical calculations and material estimations using **Excel, MsPro**
- Collaborated with architects and engineers for project coordination
- Helped oversee on-site project progress and took field measurements

Accounting

- Assisted in maintaining accurate financial records using **Accurate.id**
- Helped with budgeting and forecasting
- Supported cost analysis for pricing strategies (HPP, RAB, RAP)
- Assisted in ensuring compliance with regulations

Marketing

- Assisted in recording customer data to maintain accurate records
- Responded to phone inquiries and provided solutions in line with company policies
- Supported the marketing process by following customer journeys through to closing

Internship – Local Television (SBTV) Pangkalan Bun

SBTV | June, 2019 – October 2019

Video Editor

- Edited over 20 video segments for TV programs using **Adobe Premiere**
- Performed dubbing and audio enhancements for 10+ voiceover projects
- Assisted with 10 video production tasks, ensuring high-quality output
- Collaborated with a team of 5 to meet project deadlines for TV shows

Front Office Staff

- Facilitated subscription renewals and enhanced customer retention
- Processed payments and managed cancellations efficiently
- Responded promptly to customer inquiries via phone
- Resolved complaints with effective solutions
- Maintained accurate records of customer interactions

ORGANIZATIONAL EXPERIENCE

Public Relation Officer

Civil Engineering Student Association | July 2021 – December 2022

- Served as MC for over 2 seminars and events organized by the student association.
- Organized 2 seminars and 1 workshops with 100+ participants
- Collaborated with the team to plan and run over 6 internal organization events.
- Initiated a mentoring program involving 15 junior students to improve their academic performance.

SKILLS

- AutoCAD
- REVIT
- Microsoft Office (Word, Excel, PowerPoint, MSPro)
- Video Editing, Design (Adobe Premiere, Light room, Canva, Photoshop, Capcut, Procreate, CorelDraw,etc)
- Teamwork, Customer Services, Effective Communication, Active Listening, Problem-Solving, Customer Orientation, Adaptability

ACHIEVEMENTS

- Second Place in Planning and Producing a Film (2018).
- Third Place in the Sanitation Ambassador Jamboree (2016).
- Sanitation Ambassador of Central Kalimantan (2016).

LANGUAGES

- Bahasa Indonesia (Native)
- English (Intermediate)

REFERENCES

Available upon request