

AYUNA NUR FAZRIYAH

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Bandung - Indonesia

PROFILE

Enthusiastic and detail-oriented recent graduate with a strong foundation in organizational and administrative skills. Proven track record in providing comprehensive administrative support across various departments. Demonstrates excellent analytical and communication skills through active participation in university organizations and internships. My experiences enhance my ability to communicate effectively with internal and external stakeholders, fostering collaboration and efficiency. My meticulous attention to detail ensures accuracy in all tasks, allowing me to successfully prioritize and manage multiple projects simultaneously. I am eager to contribute my expertise to this company.

SKILLS

- Legal Knowledge
- Legal Administration
- Administrative Skills
- Data Management
- Problem Solving
- Attention to Detail
- Communication and Collaboration
- MS Office

WORK EXPERIENCES

Project Monitoring and Evaluation - PT. Telekomunikasi Indonesia February 2023 - June 2023
Jakarta, Indonesia

- Supported project planning and implementation by liaising with stakeholders and contributing to project documentation and reports
- Conducted monitoring and evaluation of the implementation of Prakerja training activities to ensure adherence to quality standards and program objectives
- Prepared detailed reports analyzing pros and cons of issues discussed during meetings, facilitating informed decision-making
- Successfully produced 12 detailed report documents monitoring the training activities of Kartu Prakerja, created 3 engaging content pieces for Pijar Mahir's Instagram account, contributing to social media outreach and engagement, completed 3 courses on Pijar Mahir's Learning Management System (LMS), enhancing my skills in personal branding

Public Relations - PT. Dyandra Promosindo August 2022 - December 2022
Jakarta, Indonesia

- Acted as a liaison between the company and media outlets, facilitating effective communication channels
- Captured and analyzed media coverage results, providing insights to management on media relations effectiveness
- Conducted media monitoring activities to track coverage and public perception, generating 3 comprehensive media monitoring reports
- Successfully created and verified 12 drafts of press releases for events organized by the company, ensuring accuracy and alignment with corporate messaging

EDUCATION

Bachelor of Laws (LLB), Universitas Padjadjaran August 2019 - November 2023
Focused Program: Economic Law
GPA: 3.49 / 4.00

COURSE

Perjanjian Hukum Dalam Bisnis April 2024
Arkademi

Description: Completed intensive training focusing on legal agreements essential for business transactions. Topics covered included contract law principles, drafting effective agreements, and understanding legal implications in business contexts.

ORGANIZATIONAL EXPERIENCES

Himpunan Mahasiswa Hukum Ekonomi Fakultas Hukum Universitas Padjadjaran - Ministry of Advocacy

August 2021 - October 2022

- Facilitated communication between students and the Department of Economic Law
- Provided guidance on final assignment writing to students
- Managed the Line Official Account of Hima Hukum Ekonomi Fakultas Hukum Unpad

Badan Eksekutif Mahasiswa Keluarga Mahasiswa Universitas Padjadjaran - Bureau of Administration

February 2021 - December 2021

- Oversaw documentation and administrative workflows for BEM Kema Unpad
- Maintained archives of all administrative documents
- Coordinated administrative matters with the Rector's Office

Badan Perwakilan Mahasiswa Fakultas Hukum Universitas Padjadjaran - Deputy of Secretariat

February 2021 - December 2021

- Prepared necessary documents for BPM FH Unpad members
- Verified documents for BPM FH Unpad
- Archived documents for BPM FH Unpad

Kelompok Studi Hukum Fakultas Hukum Universitas Padjadjaran - Deputy Head of Education and Training Division

February 2021 - December 2021

- Assisted the Division Head in executing internal work programs
- Conducted interviews for division member recruitment
- Coordinated activities with division members

VOLUNTEERING

Big Force! Festival - 2021

Secretary

- Managed documents and administrative processes
- Prepared proposals, committee databases, meeting notes, and accountability reports
- Provided guidance on Standard Operating Procedures (SOP) for administration

Pelatihan Administrasi: Wefotary (Webinar for Secretary) - 2021

Division of Public Relations

- Coordinated with event performers
- Communicated event details to participants
- Provided Terms of Reference to moderators

Pelatihan Media Massa - 2019

Division of Public Relations

- Facilitated communication between the committee and external parties
- Presented proposals to the Dean of the Unpad Law Faculty
- Managed participant communications and information dissemination