

Mutiara Maharani

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EDUCATION

Bogor Agricultural Institute, Bogor, West Java. Bachelor of Actuarial. 2017–2022
Thesis: A Study on Aggregate Total Loss in Motorcycle Insurance with Deductibles Using Monte Carlo Simulation.

PROFESSIONAL EXPERIENCE

Badan Pusat Statistik, Cianjur, Indonesia Nov 2021 – Dec 2022

Social and Economic Registration Data Processing

- Collected and verified social and economic registration data to ensure accuracy and completeness.
- Utilized statistical software and tools to input and analyze data, producing comprehensive reports.
- Assisted in the development and maintenance of database for efficient data storage and retrieval.
- Conducted data cleaning and validation processes to enhance data quality.
- Collaborated with team members to interpret data findings and prepare presentations for stakeholders.
- Supported the design and implementation of surveys and questionnaires for data collection.
- Monitored data trends and provided insight to inform policy and decision making processes.
- Ensured confidentiality and security of sensitive information in compliance with data protection regulations.

Ihwal.id, Cianjur, Indonesia Sep 2021 – Jun 2021

Content Writer

- Researched and wrote high-quality, engaging content for the Ihwal.id website and social media platforms.
- Developed content strategies aligned with marketing targets to increase online presence and audience engagement.
- Collaborated with the marketing team to produce articles, blog posts, and multimedia content.
- Edited and proofread content to ensure accuracy, clarity, and consistency with brand voice and style guidelines.
- Conducted keyword research and implemented SEO best practices to optimize content for search engines.
- Monitored content performance using analytics tools and adjusted strategies to enhance engagement and reach.
- Stayed updated with industry trends and news to create timely and relevant content.
- Coordinated with graphic designers to incorporate visuals into written content for a compelling presentation.

Badan Pusat Statistik, Cianjur, Indonesia Apr 2021 – Jul 2021

Digital Mapping

- Actively Assisted in creating and updating digital maps of the Cianjur region using GIS software.
- Collected, processed, and analyzed geospatial data specific to Cianjur to support various statistical projects.
- Conducted field surveys in Cianjur to verify and ensure the accuracy of geographic information.
- Integrated spatial data with socioeconomic datasets to provide comprehensive regional analysis.
- Developed and maintained geospatial databases for efficient management and retrieval of Cianjur's geographic data.
- Produced detailed maps and visualizations to aid in data interpretation and presentation for the Cianjur region.
- Supported the preparation of reports and presentations by providing geographic insights relevant to Cianjur.

Badan Pusat Statistik, Cianjur, Indonesia Jan 2021 – Apr 2021

Data Entry Specialist

- Entered and verified statistical data related to the Cianjur region with high accuracy and attention to detail.
- Utilized database management systems to input, organize, and manage large volumes of data efficiently.
- Conducted data cleaning and validation processes to ensure data quality and integrity.
- Assisted in the preparation and updating of data entry procedures and documentation.
- Collaborated with team members to ensure timely and accurate data entry for various statistical reports.
- Monitored and reviewed data entry work to identify and correct errors or inconsistencies.
- Supported the development of data summaries and reports for internal and external stakeholders.

VOLUNTEERING EXOERIENCE

Forum Gerakan Mahasiswa Mengajar Indonesia, Bogor, Indonesia 2019

Logistic and summary Division

- Assisted in coordinating logistics for educational outreach programs.
- Contributed to the preparation and distribution of educational materials.

International Scholarship Education & Expo, Bogor, Indonesia 2018

Logistics and Transport Division

- Supported the organization and management of logistics for the event.
- Ensured timely delivery and setup of materials and equipment.

IPB Archery Open, Bogor, Indonesia 2018

Event Division

- Participated in the planning and execution of event activities.
- Coordinated logistics and ensured smooth operation during the event.

IPB Archery Open, Bogor, Indonesia 2017

Media Branding Division

- Assisted in promoting and branding the event through various media channels.
- Collaborated with team members to creat engaging content for social media platform.

SKILLS &OTHER

Skills: Data analysis, Geospatial Analysis, Content Creation, Database Management, Project Coordination, Attention to Detail, Communication, Organizational Skills, Technical Proficiency (Microsoft Office, GIS, Statistical Program), Leadership, Teamwork, Creative Writing, Social media marketing, Digital media.

Certification: Digital Marketing at RevoU, Management Data with SQL Database at Prakerja, Asean Data Science Explore: SAP Analytic cloud, Digital marketing Journey at Rakamin Academy.