

Safira Tazkia Dhiya Alhusna

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EXECUTIVE SUMMARY

An International Relations enthusiast with a dependable personality is seeking job opportunities to broaden skills and gain valuable real-world experience. I am enthusiastic and eager to contribute to team success through hard work, attention to detail, and excellent organizational skills. I am motivated to learn, grow, and excel in the business industry.

Interest: *Foreign Languages, Environment Issues, International Relations.*

EDUCATION

Universitas Islam Indonesia **2024**
International Relations, Faculty of Psychology and Social Science (GPA: 3.65/4.00)

WORK EXPERIENCES

Greeneration Foundation **2021**

Technical Strategist

- Assisted technical preparation for program events, including platform, logistics, and website.
- Coordinate and communicate with platform vendors for detailed event, and logistics needs, and resolve technical issues.
- Assisted in the documentation and recording of event sessions.
- Became a contact person for attendees who have to ask questions regarding the events.

Bloomery Patisserie

May – November 2022

Administration Staff

- Entered data accurately and efficiently into the company's database system.
- Provided high-quality customer service to clients by addressing inquiries and resolving issues.
- Managed a high volume of incoming calls in a professional and timely manner.
- Handled various administrative tasks such as filing, copying, and document preparation.
- Scheduled appointments for clients, ensuring proper allocation of resources and time.

Indiecorn

Jan – March 2024

Virtual Assistant

- Provide administrative assistance such as managing emails, scheduling appointments, and organizing files.
- Handle phone calls, respond to emails, and manage correspondence on behalf of the employer.
- Input and organize data into spreadsheets, databases, or other digital platforms.
- Conduct online research on various topics as assigned by the employer.
- Assist with any other tasks as assigned by the employer to support their business or personal needs.

Universitas Islam Indonesia

Feb 2022 – Aug 2024

Lecturer's Assistant

- Ensure that the necessary materials for teaching a class, such as visual aids for on-site classes and Zoom Meetings for online classes are prepared, up-to-date, and present in the instruction space.
- Help set up equipment, manage logistics during lectures, and facilitate discussions.
- Assist in grading assignments, quizzes, and exams, and provide feedback to students.
- Hold office hours to answer questions, clarify material, and provide guidance for the students.
- Help with record-keeping, organizing materials, and other administrative duties as needed.

ARTJOG

June – Sept 2024

Supporting Staff

- Answer questions about the event schedule, where things are located, and what's happening.
- Help people find their way around the venue and direct them to different exhibits or areas.
- Greet visitors warmly and handle any complaints or concerns they might have.
- Manage the lost and found, help with seating, and ensure visitors are comfortable.
- Inform visitors about interactive activities and encourage them to share their experience on social media.

ORGANIZATION EXPERIENCES

Srikandi UII

Oct 2020 - Sept 2021

External Affairs & Network Department Staff

- Managed the organization's LinkedIn page.
- Held several online events such as webinars and development classes.
- Made content for International Women's Day to be published in Srikandi UII Social Media accounts.

KOMAHUI UII

May 2021 - Jan 2022

Head of Treasury & Board of Executive

- Oversees all financial transactions and fundraising efforts going in or out of an organizing committee.
- Budget planning, financial reporting, record-keeping, and managing incoming and outgoing funds.
- Keep track of budgets within the organization, collect, deposit, and keep track of funds, write cheques, and provide financial reports regularly to fellow committee members.

Asta Bhumi

Dec 2021 - June 2023

Secretary

- Maintaining effective records and administration.
- Ensuring meetings are effectively organized and minuted.
- Organizing files, preparing documents, managing office supply inventory, and scheduling appointments.

PROJECT / VOLUNTEER EXPERIENCE

SERUMPUN (Faculty Orientation for new students)

June - Sept 2020

Steering Committee (Commission C)

- Oversees all financial transactions and fundraising efforts going in or out of an organizing committee.
- Budget planning, financial reporting, record-keeping, and managing incoming and outgoing funds.
- Gave ideas and feedback to Commission A for the event.

Indonesia Circular Economy Forum (ICEF) 2021 & 2022

2021 - 2022

Technical Support

- Ensure proper setup, installation, and maintenance of audiovisual equipment including projectors, screens, sound systems, and lighting for international events.
- Operate projectors during presentations, ensuring seamless transitions and optimal display quality throughout the event.
- Provide immediate technical support and troubleshooting for any audiovisual equipment issues, including projectors, sound systems, and connectivity problems.
- Collaborate with event organizers and technical teams to coordinate equipment setup, timing of presentations, and troubleshooting efforts to ensure smooth event operations.
- Assist presenters, speakers, and attendees with using audiovisual equipment, including connecting devices to projectors, adjusting settings, and troubleshooting technical issues.

ASEAN Circular Economy Forum (ACEF) 2023

2023

Liaison Officer

- Serve as the primary point of contact for international participants, sponsors, and partners, ensuring clear and effective communication throughout the event planning and execution process.
- Manage travel arrangements, accommodations, and visa requirements for international attendees, speakers, and delegates, ensuring smooth arrivals and departures.
- Understand and respect cultural differences and diplomatic protocols, guiding both international and domestic stakeholders to ensure respectful and harmonious interactions.
- Build and maintain positive relationships with international partners, embassies, consulates, and relevant organizations, fostering collaboration and goodwill.
- Ensure compliance with international regulations, customs, and legal requirements related to the event, including permits, licenses, and documentation for international participants and shipments.

ACHIEVEMENTS

Ministry of Education, Culture, Research and Technology

2021

Indonesia International Student Mobility Award (Spent 1 semester at the University of Granada, Spain)

ADDITIONAL INFORMATION

SOFTWARE SKILLS

- Ms. Office (Ms. Word, Ms. Excel, Ms. Power Point)
- Google (Google Meet, Google Drive, Google Docs, Google Spreadsheets, Google Forms, Google Calendar, Google Slides, Google Jamboard)
- Moka Backoffice, Talenta and Jurnal by Mekari (POS Systems)
- Canva, Splice, Padlet, Figma, Zoho

LANGUAGE SKILLS

- Indonesian (Native Proficiency)
- English (Professional Working Proficiency) (Duolingo English Test Score: 115 out of 150 / Issued on April 2021).
- Korean Level 3-4 (Able to perform linguistic functions necessary to use various public facilities and maintain social relationships.)
- Spanish Level 1 (Able to communicate basic conversations with locals).