RIFKY MARDIANSYAH

ADMINISTRATIVE & IT SUPPORT

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PROFESSIONAL SUMMARY

Detail-oriented **Digital Office Administration** student with a unique blend of skills in **IT Support, Data Management, and Visual Design**. Proven experience in managing event operations, developing web-based archiving systems, and executing public relations strategies. Adept at using Microsoft Office, Adobe Creative Cloud, and web technologies (HTML/CSS) to optimize administrative workflows. Committed to delivering efficiency and accuracy in fast-paced environments.

EDUCATION

Jakarta State University (UNJ), *Jakarta, Indonesia*   *Aug 2023 – Present*
Bachelor in Digital Office Administration
- **GPA :** 3.82/4.00
- **Relevant Coursework :** Digital Archiving, Office Technology, Data Processing, Information Systems.

RELEVANT EXPERIENCE

PT Telkom Indonesia Tbk, *Jakarta, Indonesia*   *Feb 2022 – Apr 2022*
Internship - Administrative & IT Support
- Collected, verified, and updated technical data for 100+ Optical Network Terminal devices, ensuring database accuracy and reducing errors.
- Managed and consolidated device information using Telkom's internal server system and Microsoft Excel for regional reporting.
- Collaborated with field technicians to identify and rectify mismatched customer device data on-site.
- Streamlined the reporting process by ensuring timely updates to supervisors regarding asset status.

LinkedtoTalk Event, *Jakarta, Indonesia*   *Sep 2025 – Nov 2025*
Venue & Stage Manager
- Orchestrated full venue operations and stage flow, ensuring seamless transitions between segments for the entire event rundown.
- Led coordination between vendors, performers, and technical crews to ensure equipment readiness prior to showtime.
- Supervised safety procedures and controlled crowd movement around the stage area to maintain a secure environment.
- Resolved on-site technical issues instantly, ensuring zero delays during live execution.

PROJECTS

Digital Archiving Application   *Mar 2025 – Jun 2025*
Academic Project - Web Developer & Designer

- Developed a responsive web-based digital archiving application to streamline document tracking and management.
- Designed a functional dashboard layout using HTML, CSS, and Bootstrap, prioritizing clean UI/UX without prototyping tools.
- Implemented Supabase integration to manage database operations and built automated archive expiration logic.
- Engineered activity logs to record user actions, enhancing system security and audit capabilities.

ORGANIZATIONAL EXPERIENCE

MIKART, *Jakarta, Indonesia*   *Feb 2025 – Dec 2025*
Media & Public Relations Staff

- Managed external communication and information flow to ensure consistent messaging across all media platforms.
- Produced engaging visual content for event promotions and coordinated publication schedules.
- Documented organizational activities and maintained comprehensive communication records for internal archives.

SKILLS

- **Technical Skills:** Microsoft Office (Word, Excel, PowerPoint), Digital Archiving, Data Entry & Management, Basic IT Troubleshooting.
- **Creative & Design:** Adobe Photoshop, Illustrator, Premiere Pro, After Effects.
- Web Development: HTML, CSS, Bootstrap (Basic), Supabase.
- **Soft Skills:** Time Management, Communication, Teamwork & Coordination, Problem Solving, Attention to Detail, Adaptability .

AWARDS & CERTIFICATIONS

- **The Best Category of Human Resources Services,** *International Exhibition FEB UNJ (2024)*.
- **Multimedia II License,** *Certification in Multimedia Competency*.

LANGUAGES

- **Indonesian:** Native
- **English:** Professional Working Proficiency