Alfira Triazalma

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SUMMARY

I am a fifth-semester Information Systems student at Telkom University. I am highly motivated to develop my skills and professional growth. With experiences in organizations, research labs, and social activities aimed at developing myself by engaging in various activities to gain knowledge, skills, and wider relationships for better career preparation. I am interested in the fields of information systems, business analysis, system design, enterprise systems, and database management. Always open to learning new things and seeking job opportunities that provide opportunities for further self-development.

EDUCATION

Telkom University   **Bandung, Indonesia**
Information System Student   *September 2022 – Present*
- **GPA:** 3.72 / 4.0
- **Relevant Coursework:** Business Analyst, UI/UX Design, System Analyst, System Enterprise, Accounting, Social Media Management, Digital Marketing, Content Strategy, Analytics

ORGANIZATION EXPERIENCE

Genesis 2024 x HMSI
Guider   *September2024 – Present*
- Manage and facilitate the assigned group of participants for Genesis 2024, ensuring effective communication and accurate information dissemination.
- Organize schedules and activities for the group, assisting in the completion of group tasks.
- Conduct and lead weekly meetings for the group, providing guidance and addressing any issues or concerns.
- Address questions and needs of participants, ensuring a smooth and well-organized orientation experience.

Konsultanwifi.id x IHM
Internship Content Planner   *August 2024 – Present*
- Generate 5 content ideas each week, providing 3 ideas specifically for the graphic design team and 2 ideas for the content creators, ensuring alignment with overall brand strategy.
- Develop and deliver detailed visual copy briefs for the approved content titles, including clear instructions and creative direction to support the design process.
- Create and present comprehensive video briefs for the approved content titles, outlining key concepts and visual elements to guide the content creation process.

Dokter English
Social Media Specialist   *May 2024 – Present*
- Develop and execute comprehensive social media strategies to enhance brand visibility and engagement.
- Oversee content planning, from ideation to production, ensuring alignment with brand goals.
- Create, design, and curate engaging multimedia content, including graphics and visuals tailored to target audiences.
- Manage content scheduling and posting across multiple platforms, optimizing for peak engagement times.
- Design and implement targeted advertising campaigns to drive growth and increase reach.
- Monitor and analyze social media performance, adjusting strategies for continuous improvement.

Formasi Telkom University

Academic Department Staff   *April 2023 – June 2024*
- Facilitated students needing additional study materials or tutoring support before exams, including helping them access necessary resources.
- Assisted students with participation in academic competitions by guiding them to obtain relevant information and support.
- Managed financial aspects of assessment activities as treasurer, including budget planning, transaction handling, and financial reporting.
- Served as the Master of Ceremony for various events, including new member orientations and handover (sertijab) ceremonies, ensuring smooth execution and engaging presentations.
- Coordinated event logistics and facilitated communication to enhance the overall experience for participants and attendees.

Public Relation Staff   *July 2024 – Present*
- Liaise with speakers and key stakeholders for webinars and events, ensuring effective communication and coordination.
- Organize meetings with university departments and external student organizations to foster relationships and promote collaboration.
- Assist in developing and executing promotional strategies and materials to enhance the visibility and engagement of events.

Adaptive Network Laboratory Telkom University

Machine Learning Research Assistant   *June 2023 – June 2024*
- Learned foundational concepts in machine learning, with a focus on VANET, NS3, PRISMA, Deep Q-Learning, and Reinforcement Learning.
- Used JOSM for editing map files, contributing to the research's technical aspects.
- Managed research schedules, group responsibilities, and targets using Trello to keep projects on track.
- Led regular internal sharing sessions to discuss research progress and insights.
- Utilized Excel and Microsoft Office for organizing data, preparing reports, and presenting findings.

Research Division Staff   *June 2023 – June 2024*
- Organized research timelines and monitored progress to ensure alignment with targets.
- Provided research teams with relevant information sources and resources.
- Mentored new assistants in Python to support recruitment and skill development.
- Facilitated communication within the research division to coordinate activities and updates.
- Used Excel, Microsoft Office, and Trello to manage records, track progress, and maintain organization.

Study group participants   *October 2022 – May 2023*
- Participated in study sessions covering Python, Kubernetes, Docker, OpenStack, Software Defined Networking (SDN), and Named Data Networking (NDN).
- Actively engaged in discussions and collaborative problem-solving during study group sessions.

Dorm Team Telkom University Dormitory

PIC of 3rd floor dormitory   *December 2022 – June 2023*
- Assisted senior residents in fulfilling their responsibilities, ensuring effective management and resolution of dormitory issues.
- Planned, organized, and executed a variety of dormitory activities, including social events, meetings, and maintenance tasks, to enhance resident engagement and satisfaction.
- Acted as a liaison between dormitory management and residents, addressing concerns, facilitating communication, and ensuring that residents' needs and feedback were effectively communicated and addressed.
- Coordinated with fellow team members and residents to streamline operations and improve the overall living experience on the 3rd floor.
- Implemented and enforced dormitory rules and policies, contributing to a harmonious and well-regulated environment.

SKILLS, ACTIVITIES & INTERESTS

- **Languages:** Fluent in Bahasa Indonesia, Proficient in English
- **Technical Skills:** Social Media Strategy and Management, Content Creation and Graphic Design, System Design, System Analyst, Microsoft Office, Google Collaborator, Canva,UI/UX Design.
- **Soft Skills:** Leadership, Team Management, Public Speaking, Communication, Creative Problem Solving
- **Interest:** Deeply interested in social media trends, digital marketing strategies, and analytics to drive engagement and growth