

ANDINI PUSPITANINGRUM

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Public Administration student of Universitas Jenderal Soedirman who likes to learn new things, disciplined, detail-oriented, and thorough in carrying out activities. Currently learning and developing skills in administration, public services, public relations, and human resources. Supported by experience in work, organizations, committees, and training. In work, organizations, and committees, has good writing skills, time management, responsibility, teamwork, communication, leadership, and adaptability. In addition, currently still carrying out MSIB 5 internship at Disdukcapil Surabaya (Population and Civil Registration Office) which will end in December 2023.

EDUCATION

University Of Jenderal Soedirman <i>Undergraduate of Public Administration</i> <ul style="list-style-type: none">GPA: 3.81/4.00	Purwokerto, Indonesia August 2021 - Present
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WORK EXPERIENCE

Dinas Kependudukan dan Pencatatan Sipil Kota Surabaya Facilitator for Population Administration Services <ul style="list-style-type: none">Assisted and managed population administration and civil registration requests in providing population administration services to the community through the Klampid New Generation (KNG) website.Coordinated and collaborated with neighborhood heads to implement the KALIMASADA Optimization program.	Surabaya, Indonesia August 2023 - Present
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ORGANIZATIONAL EXPERIENCE

LPM Solidaritas FISIP Unsoed <i>Research and Development Staff</i> <ul style="list-style-type: none">Searched for current issues to be used as news in the faculty, university, and Banyumas scope.Created questions for a survey about an issue that will be published in the form of news.Conducted research on issues to be published through surveys and analyze survey results to conclusions.Searched and processed data from various sources or literature on the internet regarding the data needed for infographics or news.	Purwokerto, Indonesia March 2023 - Present
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Editorial Staff <ul style="list-style-type: none">Searched, selected, and developed current issues to be used as news in the faculty, university, and Banyumas scope.Selected informants to conduct interviews related to the issues and make reports on the results of interviews with informants.Writing news after the required data is available and writing by journalistic and Indonesian language rules has produced two news.Accompanying the news production process, from the stage of making interview questions, the	March 2022 - February 2023
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interview stage, and the news writing stage.

TRAINING & SERTIFICATION

Microsoft Excel Basic to Advanced: Fullstack Intensive Bootcamp – MySkill April - May 2023

- Learn about processing data with basic Excel, reading and managing data with Microsoft Excel, and processing larger data for analysis. Such as Basic Aggregation, Data Visualization, Data Validation, Vlookup, Hlookup, Index Match, Pivot Table, Power Pivot, and VBA Macros.
- Completed the task in the form of a mini task 3 times and post-test 3 times.

COMMITTEES EXPERIENCE

PKK FISIP Unsoed 2022

Purwokerto, Indonesia

Companion Division Staff

August 2022

- Responsible for new students during PKK FISIP 2022 activities.
- Mentoring new students of FISIP Unsoed 2022 during PKK FISIP 2022 activities.
- Providing information about values and issues to new students in the PKK activities FISIP 2022.

SKILLS

Hard skills: Microsoft Office (Word, Excel, PowerPoint), Journalism, Copywriting, Research Skills.

Soft skills: Time Management, Responsibility, Teamwork, Communication, Leadership, Adaptable.