

# ANDREAN NURDIANA

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## PROFILE SUMMARY

Results-driven English Literature graduate from UIN Sunan Gunung Djati Bandung with a proven track record of excelling under pressure and generating innovative ideas. Seeking to leverage my strong communication skills and ability to work independently or collaboratively in a dynamic and challenging work environment. experienced in student organization leadership and data management, I aim to pursue a career that allows me to apply my knowledge and skills in a dynamic professional environment. I hope to continue learning and growing, while making significant contributions in the roles I undertake, as I strive to achieve my long-term career goals in rapidly growing industries.

## EDUCATION

<b>Bachelor of Humanities</b>	<b>Aug 2018 - Feb 2023</b>
Universitas Islam Negeri Sunan Gunung Djati, Bandung	<b>GPA: 3.32</b>
During my tenure at Sunan Gunung Djati State Islamic University Bandung, I was actively involved in various extracurricular activities, enriching my academic journey and encouraging personal growth. I have held a number of important positions in student organizations, including as a Member of the Campus Political Network Division in the District Management of the Indonesian Islamic Student Movement (PR. PMII), Member of the Campus Political Network Division in the Management of the Commissariat of the Indonesian Islamic Student Movement (PK. PMII), and as a member of the Faculty Student Council (DEMA F) and also became Head of External Commission 2 in the Faculty Student Senator (SEMA F). In this role, I spearheaded initiatives, organized events, and advocated for student well-being, honing my leadership and organizational skills.	

## ORGANIZATIONAL EXPERIENCE

<b>Dewan Eksekutif Mahasiswa Fakultas Adab dan Humaniora</b>	<b>2020 - 2021</b>
<i>Member of Arts and Sports Department</i>	
<b>Senat Mahasiswa Fakultas Adab dan Humaniora</b>	<b>2021 - 2022</b>
<i>Head of External Commission 2</i>	
<b>PR. PMII Fakultas Adab dan Humaniora</b>	<b>2021 - 2022</b>
<i>Member of Campus Political Networking Division</i>	
<b>PK. PMII UIN Sunan Gunung Djati</b>	<b>2022 - 2023</b>
<i>Member of Campus Political Networking Division</i>	
<b>PC. PMII Kota Bandung</b>	<b>2023 - 2024</b>
<i>Member of the Bureau of Relations and Communication for Organizational Movements, Youth, College, and NGOs</i>	



## WORK EXPERIENCE

<b>Data and Event Logistics Coordinator</b>	<b>Aug 2022 - Apr 2024</b>
<b>45 Kebangsaan Foundation</b>	<b>Kabupaten Bandung</b>
<ul style="list-style-type: none"><li><b>Data Management:</b> Collected, processed, and managed data related to various activities. Responsibilities included data verification, ensuring accuracy, and integrating information from multiple sources.</li><li><b>Data Analysis:</b> Analyzed collected data to derive relevant insights. This involved data processing using appropriate software, and compiling reports and recommendations based on the analysis results.</li><li><b>Dashboard Creation:</b> Designed and developed dashboards for data visualization. These dashboards were created to monitor event performance in real-time and present key information in an easily understandable format.</li><li><b>Event Preparation:</b> Organized logistics and requirements for events, including venue setup, coordination with service providers, and inventory management. Ensured that all event elements were ready before execution.</li><li><b>Team Coordination:</b> Collaborated with volunteer teams and internal staff to ensure smooth execution of activities and events. Provided administrative and technical support necessary for daily operations.</li><li><b>Reporting and Presentation:</b> Prepared presentation materials and reports based on data analysis. Ensured that analysis results were clearly and effectively communicated to stakeholders through presentations and written reports.</li></ul>	

## SKILLS

<b>Soft Skills:</b>	<b>Hard Skills:</b>
<ul style="list-style-type: none"><li>Leadership</li><li>Comunnication</li><li>Teamwork</li><li>Time Management</li><li>Problem Solving</li></ul>	<ul style="list-style-type: none"><li>Adaptability</li><li>Creativity</li><li>Interpersonal Skills</li><li>Collaboration</li><li>Social Responsibility</li></ul>
	<ul style="list-style-type: none"><li>Basic HTML</li><li>Basic CSS</li><li>Basic JavaScript</li><li>Microsoft Word</li><li>Microsoft Excel</li><li>Microsoft Power Point</li><li>Literature Analysis</li><li>Event Planning</li><li>Data Entry</li><li>Public Relations.</li></ul>

## CERTIFICATIONS

<b>Mempelajari Pemrograman Javascript Native Untuk Menjadi Pengembang Website (Credential ID: no.1743809/sert-of-Is9/Mei-2024)</b>	
by Luar Sekolah	
<b>Belajar Dasar Pemrograman Web (Credential ID: 1RXYLR6KQPVM)</b>	
by Dicoding	