



## AULLIYA DWI ARMITA

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Hospitality Management student with a focus on HR administration, event coordination, and project management. Proven ability to streamline processes, enhance employee engagement, and secure funding for initiatives. Skilled in database management, recruitment coordination, and international relations. Recognized for academic achievements and leadership. Passionate about HR training and development. Seeking opportunities to apply skills and contribute to organizational success in HR roles.

### Education Level

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| <b>Universitas Airlangga - Surabaya, Indonesia</b><br><i>Bachelor of Applied Sciences in Hospitality Management, 3.75/4.00</i> | Aug 2021 - Jun 2025 (Expected) |
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- **Awardee** : Delegate Fully Funded Student Outbound UiTM Malacca, Malaysia 2024
  - **Awardee** : Delegate Fully Funded International Summer Camp UiTM Pulau Pinang, Malaysia 2023
  - **Relevant Course** : Human Resources Management, Meeting, Incentive, Convention, and Exhibition (MICE), Excellent Service Hospitality, Mandarin and English Hospitality.
  - **Soft Skills**: Research, Leadership, Time Management, Communication
  - **Hard Skills**: Microsoft Office (Word, Excel, PowerPoint), Canva Design, FingerSpot, Visual Hotel Program (VHP)
  - **Interest**: HR Training, HR Organization & Learning Development, HR Administrator
  - **Language**: Indonesian Language (Native), English Language (Intermediate), Mandarin Language (Beginner)

### Work Experiences

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| <b>Universitas Airlangga - Surabaya, Indonesia</b><br><i>Research Assistant Lecturer</i> | Oct 2022 - Present |
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- Making summer program modules (SAIL) for foreign students, learning modules, papers, articles, and books for D-4 Hospitality Management students, UNAIR.
  - Responsible as the admin of the official website D-4 Hospitality Management, UNAIR.
  - Assistant project for making Massive Open Online Course (MOOC) Universitas Airlangga get funding 15mio for the MBKM e-learning course scheme "Hospitalitypreneurship (MND202-MND203)"2023.
  - Succeed as Assistant project for creating learning video scripts, draft scripts for Learning Outcomes, Topics and Sub-Topics Massive Open Online Course (MOOC) Universitas Airlangga.
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| <b>Bank Rakyat Indonesia (BRI) - Surabaya, Indonesia</b><br><i>Administrative and General Banking Programe Intern</i> | Sep 2023 - Jan 2024 |
|---|---------------------|
- Implemented CIF Maintenance for over 400 clients, resulting in an improvement in savings.
  - Maintained data on the BRIMEN (BRI Document Management System), resulting in a 20% reduction in retrieval time.
  - Activated 1200+ East Java Kartu Indonesia Pintar (KIP) savings distribution cards, guaranteeing that beneficiaries get cash benefits on schedule.
  - Conducted the collection and execution of Excel data for 11,000 East Java Kartu Indonesia Pintar (KIP) recipients, ensuring smooth and accurate benefit distribution.
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| <b>Regantris Hotel Surabaya - Surabaya, Indonesia</b><br><i>Human Resources Intern</i> | Jan 2023 - May 2023 |
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- Provided an organized employee database administration and fingerprint system, which reduced data processing time by 25%.
  - Facilitated the creation of memos, check requests, leave requests, and payroll calculations, ensuring timely and accurate processing of employee documentation.
  - Assisted the design and development of the HR yearly event "Best Employee of the Quarter 2023," which increased staff morale and engagement.
  - Coordinated in the recruitment process as an assistant interviewer, contributing to the selection of qualified candidates on 5 occasions, improving the efficiency of the hiring process.
  - Developed quarterly "General Staff Meeting" agendas, resulting in enhanced departmental collaboration and a more open discussion of profit and loss (PnL) insights.
  - Achieved training report targets by guaranteeing that each employee received at least 8 hours of training every month, hence increasing staff skill levels and productivity.

## Organisational Experience

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### Student Association Hospitality Management

Jan 2022 - Dec 2022

*Coordinator Event Division, International Program Competition Student*

- Raised IDR 30 million in funding from Airlangga Global Engagement for the Integration 2022 event, assuring adequate resources for a successful implementation.
- Connected with more than 80 foreign students, increasing international involvement and cultural exchange at the Integration 2022 event.
- Prepared for Sandiaga Uno, Indonesia's Minister of Tourism and Creative Economy, to be the opening speaker at the 2022 Integration event, increasing its reputation and visibility.
- Organized the participation of East Java Province's Department of Culture and Tourism as a prominent speaker at the 2022 Integration event, which enriched the program with local knowledge and perspectives.
- Created complete Terms of Reference (TOR), Memorandums of Understanding (MOU), and event rundowns to ensure event management and execution are clear and coherent.

## Project & Achievements

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- **Projects** [g](#) (2023): Publication Journal Sinta 4 "INCREASING EMPLOYEE CAPABILITIES in the Hotel Industry: Case Study of Balanced Scorecard Implementation from a Learning and Growth Perspective."
- **Projects** [g](#) (2024): Publication Journal Sinta 5 "Optimalisasi Sistem Pemesanan Online Hotel melalui Implementasi Teknologi Augmented Reality dalam Manajemen Perhotelan Digital: Meningkatkan Pengalaman Tamu dan Efisiensi Operasional."
- **Achievements** [g](#) (2023): Delegate Summer Camp International Penang Heritage, Culture, Global, and Technology Sustainable in UiTM Cawangan Pulau Pinang Malaysia
- **Achievements** [g](#) (2022): 1st Winner National Book Review Competition 2022, Universitas Airlangga
- **Achievements** (2022): Finalist Bussines Plan Competition Nautica Fest 2022, IPB University
- **Achievements** (2022): Finalist Most Outstanding Student of Faculty of Vocational Studies 2022, Universitas Airlangga