

AULLIYA DWI ARMITA

M: +62-858-5689-0825 | **E:** daaulliya@gmail.com | **L:** <https://www.linkedin.com/in/aulliyada/> | **D:** Surabaya, Indonesia

Experienced HR intern with a passion for Human Resource, Business Development, and Digital Marketing. Achievements in database administration, employee management, payroll, and recruitment using (FingerSpot & Visual Hotel Program System). Met training targets with 8+ hours per employee per month. Strong administrative skills and understanding of Human Resource processes. Eager to contribute to effective Human Resource management while leveraging expertise in Business Development and Digital Marketing.

EDUCATIONAL

Universitas Airlangga (UNAIR) | Surabaya, Indonesia 2021-Present

Bachelor of Applied Sciences in Hospitality Management

D-4 Hospitality Management, Faculty of Vocational Studies | GPA: 3.81/4.00

Exchange Virtual Asia Exploration VAX Batch 3

Sep 2022 – Dec 2022

Shibaura Institute of Technology (Japan)

- Learning Objectives / Expected Outcomes of This Cultural Program
- Understanding Technology Acceptance in Smart Farming

Asia Technological University Network (Malaysia)

- Overview of the History and Cultural/Scientific Development in Asia
- Inter-human Processes: Dealing with Cultural Complexity and Change in Asian

WORK EXPERIENCES

Regantris Hotel Surabaya | Human Resources Intern

Jan'-May' 23

- Succeed in the process of managing employee database administration, employee fingerspot, making memos, check requests, and also leave requests, as well as Payroll calculations and employee data withdrawals
- Successfully drafted the HR annual event concept "Best Employee of The Quarter 2023" and also "General Staff Meeting" agenda every 3 months to all department to discuss profit and loss (PnL)
- Successfully achieve training report targets by ensuring each employee is involved in training for a minimum of 8 hours for one month
- Assist in the recruitment process as assistant interviewer as much as 5x

Universitas Airlangga | Assistant Lecturer and Liaison Officer

Oct'-Des 22

- Assist in making summer program modules (SAIL) for foreign students, learning modules, papers, and books for D-4 Hospitality Management students, UNAIR.
- Succeeded in being in charge of 3 rector in attending the Indonesian Rector Forum event
- Assist participants in the Indonesian Rectors Forum regarding the event

Young On Top Surabaya | Staf Marketing Communication (Public Relation)

Feb'-Dec'2022

- Assist in strategic partnership planning and succeeded in bringing together 25+ media partners and Non-Governmental Organizations (NGO) in Indonesia.
- Responsible for Business Plan Competition activities in collaboration with StartUp @jokeen.id X @yotsurabaya
- Successfully reached the donation target for the Yauma Surabaya Orphanage of IDR. 4,069,000 million
- The host of the event sharing session with the theme "Time Hacks, Prioritizing Your Schedule"

ORGANIZATIONAL EXPERIENCES

Indonesian Young Entrepreneurs Association PT Universitas Airlangga | *Director Marketing* Jan'-Present

- Lead the marketing team and directing all marketing activities such as advertising, promotions, direct marketing, and digital marketing
- Collaborate with clothing vendors to manufacture Hipmi PT Unair daily official clothes (PDH)

Student Executive Board Universitas Airlangga | *Staf Ministry of Research and Science* Mar'-Dec 22

Coordinator Public Relation, Airlangga Essay Academy (AEA) 2022

Marketing, Airlangga Festival (AIRFEST) Airlangga Concert for a Guest Star "Last Child" 2022

- Working with 40+ media partners including sponsorships
- Succeeded in enlivening the event by presenting as many as 500+ webinar participants at the Airlangga Essay Academy event
- Getting tiktok viewers at the content Airlangga Festival of 680+ million viewers
- Collaborated with 6 coffee shops in Surabaya to sell Airlangga Festival tickets 2022

Student Association Hospitality Management | *Scientific Division* Jan'-Dec'2022

Coordinator Event Division, International Program Competition Student Organizations (Integration) 2022

Coordinator Public Relation, Airlangga Hospitality Competition (Airtytion) 2022

- Received funding from Airlangga Global Engagement at the Integration 2022 event of IDR 30 million, Build relationships with 80+ foreign students to be involved in the Integration 2022
- Presenting Sandiaga Uno as Indonesia's Minister of Tourism and Creative Economy as the opening speech at the 2022 Integration event
- Presenting the Department of Culture and Tourism of East Java Province as one of the speakers at the 2022 Integration event
- Responsible for making Terms of Reference (TOR), Memorandum of understanding (MOU), and rundown on ongoing event activities

ACHIEVEMENTS

-
- Finalist Most Outstanding Student of Faculty of Vocational Studies 2022
Faculty of Vocational Studies Universitas Airlangga – November 2022
 - Most Outstanding Student D-4 Hospitality Management 2022
D-4 Hospitality Management Universitas Airlangga – November 2022
 - Finalist Student Scientific Competition field Community Service (KIM-PM 2022)
Universitas Airlangga – October 2022
 - 1st Winner National Book Review Competition 2022
Universitas Airlangga – September 2022
 - Finalist Bussines Model Canvas Entrepreneur Festival IV 2022
Politeknik Negeri Ujung Pandang Makassar – September 2022
 - Finalist Bussines Plan Competition Nautica Fest 2022
IPB University – Juny 2022
 - Finalist Bussines Plan Competition Young Entrepreneur Movement 2022
Sekolah Tinggi Ilmu Ekonomi Indonesia Jakarta – January 2022

PROJECT

-
- Created Prototypes of Teaching Materials for Disabilities "Puzzle Games with Numbers"
Digital Innovation Competition Project Kemendikbudristek 2023, Microteaching Digital
 - Establishment Website Mic.Ind : Linking Website for Indonesian Micro Influencers with MSMEs in Indonesia
Gemastik Competition Project Kemendikbudristek 2022, Information and Communication Tecnology Business Development

CERTIFICATION AND PROFESSIONAL ABILITY

CERTIFICATION: LinkedIn Learning: Social Media Marketing : Strategy and Optimization, LinkedIn Learning: Marketing on Instagram, Makara UI Academy: Digital Public Relation, Young Southeast Asian Leaders Initiative (YSEALI): Strategies for Personal Growth and Development, Dibimbing.id: Digital Marketing for Beginner, LIA English Course: Certificate of Completed a General English For Adults Course.

PROFESSIONAL ABILITY: Research, Leadership, Time Management, Communication, Office Administration

SOFTWARES: Microsoft Office (Word, Excel, PowerPoint), FingerSpot, Visual Hotel Program (VHP)

LANGUAGE: Indonesian Language (*Native*) and English Language (*Intermediate*)

INTEREST: HR Training, HR Organization & Learning Development, HR Administrator