



NUR AZIZAH AL-KHAER

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Jalan Keputih Tegal Timur II No. 15, Keputih, Sukolilo, Surabaya, Jawa Timur 60111

Undergraduate Business Statistics student at Institut Teknologi Sepuluh Nopember with experience as a teaching assistant and in managing institutional data and media publications. Involved in data processing, report preparation, activity monitoring, and evaluation of institutional media content, contributing to approximately 220,000 views within one month.

Work Experiences

Faculty of Vocational Media Team

Dec 2025 - Present

Lead Coordinator

- Led and coordinated cross-unit media operations, including creative design, content creation, partnerships, public relations, and video production, to ensure consistent and effective faculty-level publications.
- Supervised content planning and production workflows across multiple media units to optimize output quality and campaign effectiveness.
- Coordinated closely with academic supervisors and faculty stakeholders to align media strategies with institutional guidelines and communication objectives.
- Provided strategic direction and mentoring to media team members to improve collaboration, execution quality, and overall performance.

Faculty of Vocational Media Team - Surabaya

Dec 2024 - Dec 2025

Content Creator

- Developed and implemented promotional strategies to strengthen the branding of the Faculty of Vocational Studies, ITS.
- Created visual content and copywriting for social media and digital publications.
- Managed official faculty social media accounts (Instagram, YouTube, and other platforms).
- Covered and documented internal and external faculty activities for publication purposes.
- Participated in faculty promotional programs and outreach activities.
- Coordinated with internal campus units and external partners for joint publications and promotional initiatives.
- Contributed to increasing the attractiveness of the Faculty of Vocational Studies, resulting in three study programs—D4 Civil Engineering, Business Statistics, and Industrial Chemical Engineering Technology—being ranked among the Top 10 programs with the highest admission competitiveness at ITS during the student admission period.

Department of Business Statistics, Institut Teknologi Sepuluh Nopember

Aug 2025 - Dec 2025

Lecturer Assistant

- Assisted in delivering introductory programming and data processing materials.
- Conducted Python demonstrations for basic data analysis and algorithm implementation.
- Guided students in completing exercises and mini-projects related to data processing.
- Assessed practical assignments and prepared structured feedback.
- Developed supplementary practice modules and learning materials.

Sachenka - Surabaya

Sep 2024 - Dec 2024

Graphic Designer

- Designed visually engaging Instagram content aligned with brand identity to increase engagement and brand awareness.
- Collaborated with the marketing team to develop promotional materials and digital campaigns supporting overall marketing strategies.
- Produced creative, educational, and informative content to build an online community and strengthen brand presence across social media platforms.
- Contributed to the coordination and execution of marketing initiatives to support sales targets and improve product visibility.

Education

Institut Teknologi Sepuluh Nopember - Surabaya, Indonesia

Aug 2023 - Aug 2027 (Expected)

Diploma in Business Statistics, 3.25/4.00

- Participated in LKMM-TD HIMADATA ITS (Basic Student Leadership and Management Training).
- Participated in PP-LKMM, Faculty of Vocational Studies, ITS.
- Awarded a Simbelmawa Account for PKM-K 2025.

Organizational Experiences

ITS Student Executive Board - Surabaya

Mar 2025 - Present

Social Media Staff Ministry of Multimedia & Information

- Managed official ITS Student Executive Board's social media accounts, including content planning, scheduling, and publication.
- Collaborated with the Ministry of Strategic Communication to develop informative captions and publish content in accordance with GSM guidelines and requests from other ministries.
- Increased audience interaction and engagement through relevant content and responsive communication via comments, direct messages, and social media management tools.
- Monitored content performance using social media insights and analytics to evaluate the effectiveness of digital communication strategies.
- Supported the dissemination of student activities, campaigns, and advocacy initiatives across multiple social media platforms.

Himadata ITS - Surabaya

Jan 2025 - Jan 2026

Design Development Bureau Staff Department of Communication and Information

- Responsible for creating graphic designs for HIMADATA ITS publications and activity documentation.
- Designed various visual media, including posters, Instagram feeds and stories, banners, and other digital assets in accordance with the organization's visual identity.
- Collaborated with the social media team to ensure information delivery was engaging, informative, and visually consistent.
- Supported effective organizational communication by visualizing ideas and work programs to improve clarity for internal and external audiences.
- Maintained organizational branding consistency through the application of GSM guidelines across all publication materials.

Faculty of Vocational Studies Guide - Surabaya

Sep 2024 - Present

Selection and Data Center Committee

- Developed structured selection workflows and mechanisms, including the design of selection criteria aligned with organizational needs.
- Prepared selection materials such as test questions, case studies, assessment forms, and conducted interview sessions.
- Evaluated selection results objectively and transparently, and compiled scoring summaries and recruitment recommendations.
- Managed and maintained LKMM member data, including data recapitulation and digital documentation.
- Ensured data security, confidentiality, and accuracy of internal records to support organizational decision-making.
- Assisted in data transition and handover processes during leadership and management changes.

Skills, Awards, and Competitions

- **Achievements** (2025): Awarded a Simbelmawa Account for PKM-K 2025.
- **Soft Skills:** Negotiating, Public Speaking, Problem Solving, Leadership, Adaptability, Creativity and Inisiative
- **Data, Statistical, and Market Analysis:** Statistical data analysis using Excel, Minitab, and SPSS. Time series forecasting, including ARIMA. Fundamental and technical analysis for market and financial evaluation. Market research and competitor analysis.
- **Administrative & Professional Tools:** Microsoft Office, Google Workspace, spreadsheet-based content planning & scheduling
- **Digital Communication & Media Management:** Social media management (Instagram, TikTok), content performance monitoring, basic copywriting (captions & educational content)
- **Branding & Creative Skills:** Branding and visual identity, graphic design (Inkscape, Canva, Figma)
- **Design & Product Foundations:** Basic UI/UX design