Dela Saputri

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https://delafr.netlify.app

PROFILE SUMMARY

Her name is Dela Saputri. She is currently in her 5th semester and pursuing a Bachelor's degree in the Information Systems study program at Triguna Dharma University. Her academic journey has become a fun exploration space in understanding the fundamentals of information technology. She has found an interest in data and digital document management, as well as an interest in designing and developing simple media for administrative needs. However, she does not limit herself to just one field. She is also starting to explore technical skills such as basic programming, interface design, and web development through small projects and self-learning from various online platforms.

EDUCATION

Triguna Dharma University   **2023 – Present**

Bachelor degree in Information Systems
• GPA: 3.68 out of 4.00 (up to 4th semester)
• Focused on fundamentals of technology, information systems, and data management
• Fields of interest: Digital administration, data processing, web design, and basic programming
• Actively engaged in academic and self-initiated projects
• Participated in online minicourses and self-learning programs

WORK EXPERIENCE

CV Mustika Lestari   **Mei-present**

Freelancer – Asisten Administrasi
   • Prepared internal documents such as e-MPO, SPB, and invoice
   • Managed purchasing and goods release documentation in an organized manner
   • Utilized Microsoft Word and Excel for data entry and administrative processing

Kios Fotocopy Aguan   **Mei-Agust**

work – Document & Printing Services

   • Assisted in compiling students' thesis documents, including cover page and chapter organization
   • Maintained document order and neatness to ensure readiness for binding
   • Served customers during document printing, scanning, and photocopying processes

ORGANIZATION EXPERIENCE

Publishing Club – Triguna Dharma University   **March-Present**

Member, Marketing & Communication Division

- Assisted in creating and distributing promotional materials for club activities
- Documented campus events through visual content (photos, posters, publications)
- Contributed to simple graphic design projects for internal and external needs
- Supported communication and information flow via social media and digital flyers
- Helped organize design training sessions, including managing participant attendance

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AWARDS & HONORS

- **Graphic Design Certificate – Publishing Club TGD | 2024**
Awarded in recognition of active contribution in designing publication materials and documenting organizational activities

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KEY SKILLS AND COMPETENCES

- Beginner level in Python, HTML, CSS, and JavaScript
- Intermediate level in Canva, Figma, and Microsoft Office
- Strong attention to detail and a high willingness to learn independently