

Desi Noviyanti

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SUMMARY

I am a mathematics undergraduate student and extremely driven, with a clear goal to succeed. One of my most memorable is from 8500+ proposals in Indonesia, my team selected to realize the program "EWAKO" with funding of Student Creativity Program (PKM) in Category Community Services. I'm interested in Data, Audit and Finance. because of this interest, I participated in several bootcamp to improve my skills.

EDUCATION

IPB University | Faculty of Mathematics and Natural Science
Bachelor of Mathematics

Expected Graduation: Aug 2024

ORGANIZATION AND VOLUNTEER

Gugus Mahasiswa Matematika (GUMATIKA) – Bogor

Jan 2022 - Nov 2022

Secretary of Departemen Pengembangan Sumber Daya Manusia (PSDM)

- Managing administration such as incoming letters, outgoing letters, proposed accountability reports, etc.
- Managed 85% calendars to strategically coordinate meetings, appointments and events.
- Facilitated of coordinate meeting, regular meetings, and meetings progress report project at Zoom Cloud Meetings.
- Created spreadsheets using Microsoft Excel for daily, weekly and monthly reporting.
- Created and updated records, meeting minutes, and files to maintain document compliance.

IPB Art Contest (IAC) – Bogor

Feb 2022 – Sept 2022

Treasurer of Public Relation

- Collected the budget of the public relations team every week and created spreadsheets using Microsoft Excel for weekly and monthly budget reporting.
- Collected sponsorship and media partner for project event so that the event that will be held later will be more lively and the information disseminated will be more extensive, not only for the IPB University but outsiders also know about it.
- Cooperated with sponsorships and media partners that have been approved by the public relations team.

Pesta Sains Nasional (PSN) IPB Univesity – Bogor

Apr 2021 – Oct 2021

Project Officer of Coordinator Division

- Invited 200 participants of the Pesta Sains Nasional (PSN) in Whatsapp group for more information about the event.
- Marked the list of participants who have entered the WhatsApp group. If there are participants who have not been included in WhatsApp group, then my team will be reporting on Kestari division to find participant telephone numbers that can be contacted.
- Developed positive relationships with participants to foster communication and encourage involvement for more knowing about the competition information
- Supervised participants the Pesta Sains Nasional competition on Zoom Cloud Meetings. If there participants who makes cheating, I'll screenshot as a proof that the participant makes cheating and will be blacklisted from the competition list.

Himpunan Mahasiswa Cibinong (HIMAICI) – Bogor

Feb 2021 – Nov 2021

Secretary and Treasurer

- Created incoming and outgoing letters for the benefit of the project
- Created and drafted treasury reports to support management decision-making needs.
- Collected organization budgets every month and makes strategic plans for project operations.

Organisasi Mahasiswa Pendidikan Kompetensi Umum (PKU) IPB University – Bogor

Feb 2021 - Nov 2021

Project Officer of Departemen Pengembangan Sumber Daya Mahasiswa (PSDM)

- Managed the project PRESSURE (Prepare Yourself to be a Great Entrepreneur) on business training with 70 participants selected from 450 participants who registered. This business training is divided into 4 training steps are starting a business, business plan, digital marketing, and the final process.
- Reported, scheduled, and facilitated meetings between project leaders to discuss project schedules, budget, progress, and technical problems.
- Helped and monitored deadlines and milestones to keep team on track with project schedule.
- Inputted all transactions via Microsoft Excel as an accountability report in one period.

Taman Belajar – Bogor

Jan 2020 - July 2020

Teaching Volunteer

- The Covid-19 situation has moved the youth in the Citeureup area to tutored children individually or in small groups to help with assignments and learning material that is not understood.
- Teach elementary school children about mathematical concepts and learning mathematics learned in school.
- Collaborated with students to complete homework assignments and identify lagging skills and correct weaknesses in mathematics subject.

EXPERIENCE

Home Tutoring Tutor – Bogor

Jul 2022 – Present

Mathematics Teacher

- Collaborated with students to complete homework assignments and identify lagging skills and correct weaknesses in mathematics subject.
- Supported students with helpful study habits and exam strategies.
- Teach elementary school children about mathematical concepts and learning mathematics learned in school.
- Planned lessons for allotted time to strengthen weak subjects and build skills.
- Collaborated with students to complete homework assignments and identify lagging skills and correct weaknesses in mathematics subject.

Penyambutan Mahasiswa Baru 2022 – IPB University

Apr 2022 – Nov 2022

Co-Fasilitator

- Facilitating the Zoom Cloud Meetings for 7 Habits of Highly Effective New College Students, Defending the Country, Talent Mapping, and MPKMB (Masa Pengenalan Kampus Mahasiswa Baru).
- Created plans and communicated deadlines to complete projects on time.
- Assessed 42 student college assignments such as 7 Habits of Highly Effective New College Students, Defending the Country, Talent Mapping, and MPKMB (Masa Pengenalan Kampus Mahasiswa Baru).
- Performed the duties as a moderator in each series of PMB events.

ACHIEVEMENT

Awardee funding of Student Creativity Program (PKM) in Category Community Service

May 2021

(Pengabdian Masyarakat) – The Ministry of Education, Culture, Research, and Technology

- Collaborated with 4 partners and obtained funding from 8500+ proposals in Indonesia.
- Created an educational game innovation program called EWAKO in Batang Regency, Central Java from the problem of declining Indonesia cultural literacy among children and the negative impact of social media.