



Novita Mandagi

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Margonda Raya, Depok

My name is Novita Mandagi. I was born in Tangerang, November 14, 2001. I am the second of three children. I am Catholic. I am an individual who has high enthusiasm and motivation. Able to work in a team or individually. Easy to adapt in new environment.

I am a person who really likes to socialize, by socializing I can make a lot of friends and get a lot of knowledge.

EDUCATION

Faculty of Health Sciences and Pharmacy, Gunadarma University

Pharmacy | 2019 - Present GPA: 3.58/4

SMA Negeri 1 Palabuhanratu

Mathematics and Natural Science. | 2016 – 2019

WORK EXPERIENCE

- Network Project Management as an Admin Intern – PT. NAP Info Linas Nusa (Matrix) | March 2023 – Present
Recording the absences of department members, recording visit or survey schedules for each member, recording requests and returns for project materials, filing requests and returns documents, recording incoming and outgoing mail numbers, making permits (SIK), filing all physical documents and soft copies, recap of each member's reimbursement data, record the results of internal and external meetings, order vehicles to the Asset Management Facility department for project site visits.
- Administration staff – PT. Lentera Mondial | December 2021– August 2022
Take care of all matters related to administrative governance, such as: This includes managing files, generating reports, creating logs, creating spreadsheets and presentations, managing archives, and entering company information.
- Visual Design – PT. Lentera Mondial | September 2021– December 2021
Create overall visual appearance for company social media and make designs related to company events.
- Administration staff at Dewan Transportasi Kota Jakarta | September 2021 – December 2021
Recapitulation office data, managing in and out, managing archives, attend meetings and create agendas making letters and notes.

COMMITTEE EXPERIENCE

- Christmas Committee and KMK Gunadarma Social Action Event Division (2021)
Designing the theme and concept of the event, establishing communication with the resource persons, making the arrangement of events and details of the event, leading the event and being responsible for the event until the event is over.
- Committee for the online seminar "Socialization of the Student Creativity Program" Pharmacy Student Association Gunadarma University Publication and Documentation Public Relations Division (2020)
Prepare posters and captions to publicize events. Contact resource persons and establish good relations, invite students to join seminars, and document events.
- Committee for Public Relations, Publication and Documentation of the seminar "Diskusi Panel" Gunadarma University (2020)
Create posters and information for publication. Manage the stability of the event, invite students to attend and document the events.

VOLUNTEER EXPERIENCE

- Tomorrow Star O-blend Volunteer (2022)
Register participants, direct participants, assist in the field during the event.
 - The Sounds Project Volunteer (2019)
Managing the overall needs of guest stars and ensuring that the schedule runs according to the rundown until the event is over.
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ORGANIZATION

- Vice Chairman HIMAFARSI of Gunadarma University (July 2021- October 2022)
Assist the chairman in carrying out the organizational mandate. Represent the duties of the chairman in his absence. Responsible for the process of developing and optimizing the field.
 - Management of the Gunadarma University Pharmacy Student Association Public Relations and Media Division (2020-2021)
Interaction with HIMAFARSI members, planning and carrying out activities, fully responsible for HIMAFARSI social media, participating in every external activity, making posters and captions for each activity.
 - The management of the student activity unit of KMK Gunadarma, Public Relations and Media Division (2020-2021)
Interacting with KMK members, registering new Catholic students, making activity posters, making activity captions, holding activities related to public relations and media, documenting every activity, making LIST PPSPT, Christmas and final management.
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COURSES AND WORKSHOP

- Google Ads Workshop by Garuda Media Digital (2023)
Understanding the mindset of google marketing, Google ads campaign structure, keyword research, bid management, how to set search ads, optimize Google ads search, how to use Google tag manager, review search ads, how to place targeted and segmented ads, apply ad settings on displays , retargeting and remarketing, optimizing video ads on YouTube and on Google search.
 - “Clinical management of patients with COVID-19 - Rehabilitation of patients with COVID-19” World Health Organization (2021)
Learn how to treat clinically and rehabilitate patients infected with COVID-19 from symptoms to treatment.
 - “COVID-19: Training for Healthcare Workers” Stanford Medicine (2021)
Learn how to deal with COVID-19 patients with various symptoms of all ages, learn how to deal with COVID-19 patients over the telehealth by calming the patient and inviting the patient to the hospital if severe symptoms occur and consult with the patient.
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SKILLS

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| - Ms. Office | - Time management | - Administration | - Basic Skill Digital Marketing |
| - Teamwork | - Problem Solving | - Social media awareness | - Canva |
| - English language | - Public Speaking | - Organization Capability | - Copywriting |