

AFRA MAGISTRA FADHILLA

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SUMMARY

Graduate of Information, Library and Archives Studies at Universitas Negeri Padang, I possess organizational experiences and excellent communication skills. I am eager to continuously learn new things, keep up with the latest trend, and possess detailed analytical and creative skills.

EXPERIENCE

Intern Librarian at Politeknik Negeri Padang

Maret-juni 2024

- providing library services to patrons in accordance with the librarian's code of ethics
- shelving books on racks using the E-DDC classification system
- inputting book data into the library applications or e-SLIMS
- collecting and cataloging library collection

Intern archiever at Politeknik Negeri Padang

Maret-juni 2024

- classifying and processing archives at Politeknik Negeri Padang, including data entry, wrapping inactive archives, and shelving according to established classification codes.

Intern Archiever at DPRD Kota Padang

Januari-Maret 2024

- classifying and cataloging inactive archives according to JRA standards
- wrapping and shelving inactive archive
- managing incoming and outgoing mail

EDUCATION

Diploma 3 Informasi Perpustakaan dan Kearsipan

University Negeri Padang

- Final Project Title: Utilization of Instagram as a Media for Information and Promotion of Palembayan Natural Tourism
- Student of MSIB Kampus Merdeka at AMATI Indonesia with a product of eco-friendly decorative lamp made from recycled mineral water plastic bottles

ORGANIZATION

Unit Kegiatan Bahasa Asing

Media dan Design 2024

- developed and implemented monthly Instagram content plans
- managed file uploads to Google Drive
- coordinated virtual events on Instagram
- mentored junior team members in Instagram account management
- achieved significant growth, exceeding 1000 followers and 5000 views

Event crew & Equipment of Training Dasar Organisasi (TDO UKBA 2024)

- inter-divisional discussions on theme, concept, flow, and mechanism of the event
- responsible for managing the outbound event
- preparing event equipment and supplies

Event crew of Open Recruitment new members (OR UKBA 2023)

- facilitated inter-divisional discussions to plan event theme, concept, and logistics.
- served as a timekeeper and event rundown coordinator
- led a team of 54 prospective members in developing and delivering a performance.

Design crew of International Student Exchange Expo (I SEE 2023)

- collaborated with team members to discuss and finalize Instagram color palette and theme
- designed visual content in line with the established color palette and concept

SKILLS

- **Soft skills:** hard work, team work, fast learner, leadership
- **Hard Skills:** Microsoft, e-SLIMS, social media, Canva, Capcut
- **Languages:** Indonesia & English