



# RIDHAKA GINA AMALIA

Phone: 089502203377 | Email: [ginamalia2614@gmail.com](mailto:ginamalia2614@gmail.com) | LinkedIn: [www.linkedin.com/in/ginardka](https://www.linkedin.com/in/ginardka) | Portfolio: <https://bit.ly/PortfolioGinamalia> | Location: Karawang, Indonesia

Undergraduate student majoring in Informatics at Universitas Singaperbangsa Karawang with a GPA of 3.91/4.00. Experienced in design and administration, with a strong foundation in organizational management as a secretary since high school. Currently honing skills in data analysis and ui/ux design through academic and extracurricular projects.

## Education

---

### Universitas Singaperbangsa Karawang

Bachelor's Degree in Informatics, GPA: 3.91/4.00

Karawang

2022 - Present

### SMA Negeri 1 Padang Panjang

Science Major, Final Score: 90.61/100

Padang Panjang

2019 - 2022

## Certifications and Achievements

---

### Certified Independent Study Participant

PT. Rakamin Kolektif Madani

Jakarta

2024

- Successfully completed the IT Full Stack Developer: Mastering Web Development Blending With Data Science program.
- Served as a UI/UX designer for the final project team, contributing to the design of "Pintura," an educational website.

### Participant in Junior Web Developer Training Program

Digitalent Kominfo

Bekasi

2023

- Successfully completed all assigned tasks during the training program.
- Participated in the full training series.

Certified competent with a BNSP Certificate.

### Third Place Winner in Video Content Competition

Himpunan Mahasiswa Informatika Universitas Singaperbangsa Karawang (HIMTIKA)

Karawang

2023

- Collaborated with one partner to produce a winning video for the competition with the theme "Education and Creativity."

### National Finalist in Essay Writing Competition

Direktorat of SMP Development & Dharma Wanita Persatuan Pusat

Jakarta

2018

- Presented an essay on the cultural significance of Songket Pandai Sikek at the Ministry of Education and Culture.

## Organizational Experience

---

### Informatics Student Association, Universitas Singaperbangsa Karawang

General Secretary

Karawang

2023 – 2024

- Oversee administrative and secretarial tasks, including managing correspondence archives.
- Collaborate with the Chairperson to develop the organization's Grand Design.
- Draft official documents such as letters, minutes, MoUs, and reports.
- Maintain attendance records and document meeting minutes.
- Manage and document incoming and outgoing correspondence, as well as prepare the Chairperson's agenda.
- Review and revise documents, including event proposals and accountability reports (LPJs).

Deputy Secretary General

2022 - 2023

- Assisted the General Secretary in administrative duties and served as a substitute when needed.
- Acted as the Secretary for the "IT Week" event, a series of national IT-related competitions, seminars, and workshops.

**Student Council (OSIS), SMA Negeri 1 Padang Panjang***Secretary I*

- Drafted program proposals in collaboration with the OSIS Chairperson.
- Prepared official correspondence and meeting minutes.
- Documented attendance records and organized incoming/outgoing correspondence.
- Produced Accountability Reports (LPJs).

**Padang Panjang**

2020 - 2021

**Journalism Club, SMP Negeri 1 Padang Panjang***Editor-in-Chief*

- Conceptualized magazine content and managed the editorial process.
- Led the production team in creating the magazine.
- Conducted interviews and authored articles for publication.

**Padang Panjang**

2018 - 2019

**Professional Experience**

---

**PT Pupuk Kujang***Project Collaborator (Environmental Satisfaction Survey Team)***Cikampek**

2022

- Assisted participants (primarily aged 40+) in comprehending and completing distributed questionnaires.
- Collected and compiled survey data into Excel for further analysis.

**Skills**

---

**Hard Skills:**

- Design & Editing Tools: Canva, CapCut, VN, Inkscape, Figma
- Administrative Tools: Microsoft Office Suite

**Soft Skills:**

- Time Management
- Problem-Solving
- Verbal and Written Communication
- Teamwork
- Collaboration