

Mimi Ayudia Triani
West Jakarta | +6281285798181 | ayudiamimi@gmail.com

PROFESSIONAL SUMMARY

Detailed-oriented and articulate **Administrative & Communications Officer** with a strong foundation in Indonesian Literature and Office Administration. Adept at managing documentation, coordinating office operations, and producing impactful written and visual content across platforms. Proven ability to enhance engagement and productivity through creative storytelling, strategic communication, and strong organizational skills. Passionate about bridging administration with communication to support team efficiency and build meaningful connections in both corporate and creative environments.

EDUCATION

University of Indonesia (Universitas Indonesia), Depok Sep 2021 – Jan 2025

Bachelor of Humanities, Indonesian Literature

- Graduated in 7 semesters (3.5 years) with a GPA of 3.65/4.00
 - Relevant coursework: Literary Analysis, Creative Writing, Linguistics, Communication Studies, Public Speaking

Vocational High School Diploma, Office Administration **July 2018 – Sep 2021**

SMK Negeri 42 Jakarta

- Final Certificate Score: 86.92 / 100
 - Specialized in administrative support, document handling, and office operations

WORK EXPERIENCE

Office Human Resource Intern **Nov 2020 – Jan 2021**

RSUD Cengkareng – West Jakarta

- Maintained and regularly updated the internal document database, ensuring 100% data accuracy.
 - Coordinated timely document delivery to various departments, supporting smooth inter-departmental operations.
 - Archived and organized physical records in compliance with HR protocols and document retention policies.
 - Prepared and organized internal meetings, including taking detailed notulen (minutes), enhancing team communication and accountability.

Social Media Specialist & Talent (Intern) Jan 2024 – Apr 2024

AGRA Advocate & Legal Counsel - Jakarta

- Strategically managed and optimized AGRA's social media platforms (LinkedIn, Facebook, TikTok, Instagram), increasing user engagement by leveraging platform-specific algorithms.
 - Identified and coordinated collaborative opportunities with external legal platforms for speaking and knowledge-sharing events, both online and offline.
 - Produced dynamic video content (reels, voice-overs, lipsyncs) in collaboration with the Creative Team, enhancing brand visibility.
 - Acted as an on-camera talent for social media videos, contributing to the firm's public image and content relatability.

Achievements:

- Boosted monthly content productivity by 40% through active participation in video production and content creation.
 - Enhanced content efficiency by 30% through targeted research and content development tailored to legal audiences.

ORGANIZATIONAL EXPERIENCE

Writer & Editor

Media Gaung UI – University of Indonesia

Sep 2021 – Mar 2022

- Delivered weekly feature articles and editorials in alignment with organizational themes and editorial standards.
- Coordinated and prepared engaging content for social media platforms, maintaining consistent messaging and tone across channels.

Member, Department of Studies and Strategic Action

July 2023 – Dec 2023

BEM FIB UI – University of Indonesia

- Created and managed content for faculty social media accounts, contributing to digital outreach and student engagement.
- Actively participated in public discussions and open forums, including designing posters and promotional content in a team setting.
- Appointed as Head Event Coordinator Staff for NGOPI Kastrat 2023—authored Terms of Reference (ToR), invited speakers, developed event run-downs, and managed cross-functional event logistics.

SKILLS

Administrative & Office Tools

- Microsoft Office Suite – ★★★★★★
- Google Workspace – ★★★★★★
- Email & Calendar Management – ★★★★★★
- Data Entry & Document Management – ★★★★★☆

Communication & Writing

- Verbal & Written Communication – ★★★★★★
- Report & Proposal Writing (Bahasa Indonesia & English) – ★★★★★★
- Proofreading & Editing – ★★★★★☆

Creative & Digital Tools

- Adobe Photoshop – ★★★★★☆
- Canva – ★★★★★★
- Windows Movie Maker – ★★★★★☆
- Figma – ★★★★☆☆
- Social Media Content Writing – ★★★★★☆

Professional Strengths

- Time Management – ★★★★★★
- Attention to Detail – ★★★★★★
- Problem Solving – ★★★★★☆
- Team Collaboration – ★★★★★★

CERTIFICATION

- KKNI Level II toward the Competency of Automation and Management of Office (BNSP)
- Data for Business Analyst using Microsoft Excel (Microsoft - Coursera)
- Business Communication (Rochester Institute of Technology - edX)
- Business Writing Technique (Doane University - edX)
- Manajemen Strategis (Asosiasi Fakultas Ekonomi & Bisnis Indonesia ICE Institute)
- Manajemen Pengetahuan dan Transformasi Digital (ICE Institute)
- Photoshop Masking and Compositing: Fundamentals (LinkedIn Learning)