



FYANZA RIZKIA UTOMO

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Bekasi, West Java, Indonesia

I am an active and adaptable student at The State University of Jakarta. I am an ambitious person, love to work as a team, and enthusiastic to try a lot of new things and experiences. Currently majoring Management and interested in human resources studies and also design.

Work Experiences

Badan Pendidikan dan Pelatihan Keuangan, Kementerian Keuangan - Jakarta, Indonesia

Dec 2024 - Feb 2025

Internship

BPPK is an institution under the Ministry of Finance of the Republic of Indonesia which is responsible for organizing education, training, and developing human resource competencies in the field of state finance.

- Assisting in planning and implementing HR development programs.
- Manage attendance, employee-related documentation and administrative processes on the Satu Kemenkeu website
- Prepare a report on the Town Hall Meeting event

Education Level

SMA Negeri 5 Tambun - Bekasi, Indonesia

Jul 2019 - May 2022

Senior High Natural Science, 89.98/100.00

State University of Jakarta - Jakarta, Indonesia

Aug 2022 - Nov 2026 (Expected)

Undergraduate Management

Organisational and Project Experience

Management Event 2024 - Jakarta, Indonesia

Sep 2024 - Dec 2024

Staff of Creative

- Describe the creative concept and visual theme for the event, including posters, banner, and other promotional elements.
- Work with relevant departments to ensure the design is in line with the event vision and goals.

Team Tracer Study - Jakarta, Indonesia

May 2024 - Dec 2024

External Staff

- Distributing forms and summaries of all data regarding employment status to alumni of the Faculty of Economics students

HIMA Management - Jakarta, Indonesia

Mar 2023 - Jan 2024

Staff of Public Relations

- Build and maintain a positive image of HIMA Management FE UNJ
- Create visual content for print and digital platforms
- Develop creative and engaging written content for multiple media
- Create a company profile to provide a comprehensive overview of HIMA Management FE UNJ to external parties

Management Event 2023 - Jakarta, Indonesia

Jul 2023 - Dec 2023

Staff of Documentation

- Take documentation in the form of photos and videos from Management Event sequence
- Take product photos for sponsorship purposes, catalogs or other promotional materials
- Create and maintain positive visual representations in branding Management Event

PKKMB Management FE UNJ - Jakarta, Indonesia

Jun 2023 - Aug 2023

Head of Public Relations, Staff of HPD

- Be the part who is responsible for the form of conveying information to external parties
- Generate and modify content including designs and videos

Skills, Achievements & Other Experience

- **Hard Skills** (2023): Microsoft Word, Microsoft Power Point, Kinemaster, CapCut, VN Video Editor, Canva, Picsart

- **Soft Skills** (2023): Creative Thinking, Collaboration and Teamwork, Flexibility

- **Webinars Attended** (2023): FMBPI, National Online Seminar of Economics (NOSE), Webinar Pelatihan Product Branding, Seminar

- **Language** (2023): Indonesia (Native) and English (Intermediate)