



## NUR SHIFA FAUZIA

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I am graduated of Bachelor's degree in Community Education from Universitas Singaperbangsa Karawang. A dedicated, inovative blends with academic excellence with a solid foundation built an experience at learning and development. Focus on developing learning curriculum, syllabus, modules, and educational content. Includes community empowerment, training management, informal and non-formal learning. My deep interest in learning and development that make me have deep knowledge, understanding, and skills, focusing on developing individuals and teams through innovative learning. Additionally, my communication, time management, and leadership skills support my ability to design and implement impactful training programs.

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### EDUCATION

**Singaperbangsa Karawang University**

**Sept 2020 – Jul 2024**

**Bachelor Degree in Community Education | GPA 3.89 / 4.00**

- **Relevant Courses** : Andragogi, Training Needs Analyst (TNA), Training Design, Learning Media, Curriculum, Teaching and Learning, Adult Psychology, Training Management, Evaluation of Non-Formal Learning, Strategy and Training Methods, Program and Curriculum Development.
  - **Thesis** : Utilization Of Natural Potential as A Learning Media In Stimulating Children's Cognitive Development Of 4 – 5 Years In SPNF SKB Kabupaten Bekasi.
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### WORK EXPERIENCE

**Privat Tutor**

**Jul 2021 – Present**

*Privat Tutor (Freelance) | Karawang*

- Help students prepare for exams and tests, strengthening their understanding of concepts they have not mastered.
- Create lesson plans tailored to the individual needs and abilities of each student.
- Regularly assess students' progress and provide feedback to parents.
- Utilize various engaging teaching methods and learning tools, such as educational games, images, and videos to keep the students engaged.
- Open communication with parents about the child's learning development.

**PT Bisa Ruang Nuswantara (BIRU)**

**Nov 2023 – Jan 2024**

*Program and Academic Analyst (Contract) | Jakarta*

- Develop curriculum, modules, syllabus, and Learning Management System for heavy equipment and hospitality training based training needs analyst (TNA).
- Support to innovated modules and educational content for interactive and effective training programs especially in heavy equipment and hospitality.

- Responsible to be part of recruiting over 50 trainees for BUMA's School and BIRU vocational program.
- Facilitate discussion with over 15 working partners to achieve the goals of training programs.
- Conduct thorough evaluations of academic programs, including student performance, curriculum relevance, and instructional effectiveness.
- Collaborate with department heads to develop a comprehensive six month training schedule encompassing both in person and online sessions.

#### **SPNF SKB Kabupaten Bekasi**

**Aug 2023 – Dec 2023**

*Training Staff (Intern) | Bekasi*

- Identify the skills and knowledge that need improvement based on training needs analyst (TNA) for equivalency education students.
- Develop a comprehensive training program including training curriculum, syllabus, modules, learning media, and delivery methods.
- Develop over 3 training modules for over 3 needs skills that have been identified of within 1 month.
- Success to conduct over 3 training programs sessions using various methods to enhance skills from over 100 trainees.
- Organize and manage training schedules to ensure smooth and efficient execution.
- Monitor post-training performance to ensure that learned skills are applied on the professional workplace.

#### **TK Al-Fath**

**Nov 2019 – Dec 2020**

*Teacher (Fulltime) | Karawang*

- Develop daily, weekly, or semester lesson plans (RPP) that align with the curriculum.
- Prepare relevant and engaging materials and methods to facilitate student understanding.
- Collect, analyze, and interpret data on learner performance and learning outcomes using qualitative methods.
- Prepare comprehensive evaluation reports and present findings to stakeholders, providing actionable recommendations for program improvement.
- Teach according to the scheduled times, either in class or online class, using a variety of teaching methods.
- Participate in update learning materials according to student needs and advancements in knowledge.

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## **PROJECT EXPERIENCE**

### **Training Needs Analyst**

**2023**

*Coordinator Program*

- Analyze data to identify common trends, skill deficiencies, and specific areas that require development.
- Conduct end to end training.
- Plan, schedule, and oversee the Training Needs Analyst project, ensuring timelines and objectives are met.
- Monitor progress and adjust the assessment strategy as needed to ensure comprehensive and accurate results.
- Assess the impact of training programs by tracking progress and gathering feedback from participants and managers.

### **Program Penguatan Kapasitas Organisasi Mahasiswa (PPK Ormawa)**

**2023**

*Equivalency Education Tutor Coordinator*

- Arrange and development equivalency education curriculum by comparing with the national curriculum.
- Design 5 non-formal learning and training curriculum with good layout planning.
- Arrange strategies and methods for equality education learning process by adapting to students learning needs, interests and preference to create an effective and interactive learning environment.

- Conduct evaluation and follow up on existing programs in equality education based on evaluation results.

## Community Dedication

2021

### Non-formal Tutor

- Design and develop programs that focus on community needs and well-being by conduct research to understand local community needs and align program objectives with the organization's vision.
- Conduct a educational webinar and papaya chips processing training to upgrade community skills for utilize local nature potential.
- Designing educational programs for community empowerment according to community needs.

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## CERTIFICATION

English proficiency Test (Singaperbangsa Karawang University)

Jul 2024

Talent Management (MySkill)

Okt 2024

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## SKILLS

**Technical Skills** : Microsoft Office, Google Docs, Google Sheets, Google Forms, Canva, CorelDraw, Capcut, VN, TalentLMS, Quizizz, Litmos, Filmora.

**Soft Skills** : Team work, Adaptability, Communication, Time Management, Interpersonal, Problem Solving, Project Management.

**Languages** : Indonesia (Native), English (Intermediate – TOEFL : 425).

**Activities** : Satu Minggu Mengabdikan (SMM), Community Education Sport and Arts (CESA), PKKMB Fakultas Keguruan dan Ilmu Pendidikan UNSIKA, Pengenalan Program Studi Mahasiswa Pendidikan Masyarakat UNSIKA.