



RIDHAKA GINA AMALIA

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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 <i>Bachelor's Degree in Informatics, GPA: 3.91/4.00</i>	Karawang <i>2022 - Present</i>
SMA Negeri 1 Padang Panjang <i>Science Major, Final Score: 90.61/100</i>	Padang Panjang <i>2019 - 2022</i>

Certifications and Achievements

Certified Independent Study Participant <i>PT. Rakamin Kolektif Madani</i> <ul style="list-style-type: none">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.	Jakarta <i>2024</i>
Participant in Junior Web Developer Training Program <i>Digitalent Kominfo</i> <ul style="list-style-type: none">Successfully completed all assigned tasks during the training program.Participated in the full training series.Certified competent with a BNSP Certificate.	Bekasi <i>2023</i>
Third Place Winner in Video Content Competition <i>Himpunan Mahasiswa Informatika Universitas Singaperbangsa Karawang (HIMTIKA)</i> <ul style="list-style-type: none">Collaborated with one partner to produce a winning video for the competition with the theme "Education and Creativity."	Karawang <i>2023</i>
National Finalist in Essay Writing Competition <i>Directorate of SMP Development & Dharma Wanita Persatuan Pusat</i> <ul style="list-style-type: none">Presented an essay on the cultural significance of Songket Pandai Sikek at the Ministry of Education and Culture.	Jakarta <i>2018</i>

Organizational Experience

Informatics Student Association, Universitas Singaperbangsa Karawang <i>General Secretary</i> <ul style="list-style-type: none">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).	Karawang <i>2023 – 2024</i>
Deputy Secretary General <ul style="list-style-type: none">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.	<i>2022 - 2023</i>

Student Council (OSIS), SMA Negeri 1 Padang Panjang <i>Secretary I</i> <ul style="list-style-type: none">• 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 <i>2020 - 2021</i>
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Journalism Club, SMP Negeri 1 Padang Panjang <i>Editor-in-Chief</i> <ul style="list-style-type: none">• 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 <i>2018 - 2019</i>
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Professional Experience

PT Pupuk Kujang <i>Project Collaborator (Environmental Satisfaction Survey Team)</i> <ul style="list-style-type: none">• Assisted participants (primarily aged 40+) in comprehending and completing distributed questionnaires.• Collected and compiled survey data into Excel for further analysis.	Cikampek <i>2022</i>
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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