

SYIFA ARIFIA

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Summary

Fresh graduated with 1 years of experience in leading project in product design. Skilled in Agile (Scrum and Kanban methodologies), with a proven ability to deliver projects on time and within budget. Strong Communicator and eager to learn SaaS environment for driving project success and improving customer experiences.

Professional Experience

Project Manager

Plainthing Studio – [Yogyakarta, Indonesia]

[October, 2023] – February 2024

- Lead and manage multiple projects simultaneously, ensuring alignment with client expectations and company goals.
- Coordinated with internal teams and external vendors with manage around 15 team
- Developed detailed project plans, allocated resources, and monitored progress using Asana and Click Up
- Communicate regularly with stakeholders, providing clear updates on project status, risks, and next steps.
- Handle Multiple Client more than 5 client at once time

Project Coordinator (Agustus 2022 - Januari 2024)

Fisipol Creative Hub – Yogyakarta, Indonesia

- Supported senior project managers in planning, scheduling, and resource allocation for multiple project
- Assisting report and analysis for the client
- Tracked project progress and prepared detailed reports for stakeholders
- Facilitated communication between cross-functional teams, ensuring clarity, and collaboration

Marketing and Sales Internship (June 2021 – December 2021)

Project Child Indonesia – Yogyakarta, Indonesia

- Initiation of cooperation for media partners and sponsorships of more than 20 partners
- Making long-term cooperation proposals for NGOs in the amount of 3 proposals
- Plan and executing marketing strategy for merchandise sales
- Plan and executing marketing campaign for main event project child Indonesia
- Leading regular webinars with a target audience of 25 people and up to 30 people.

Skills

Technical Skills

- Project Management Tools: Asana, Trello, ClickUp
- Communication Tools: Slack and Discord
- Collaboration Tools: Figma, Google Docs, Figjam, Sheet

- Data Analysis: Excel, Google Analytic

Soft Skills

- Creative Project Planning and Execution
- Stakeholder Engagement and Relationship Building
- Budgeting and Resource Allocation for Creative Projects
- Risk Assessment and Mitigation in Creative Environments
- Team Leadership

Mini Course

- Project and Product management course by myskill.id
- Bootcamp the fundamental of product
- Revou Mini Course Introduction To Digital Marketing
- Mini Course HTML and CSS From Progate
- Digital Intelligence Class Form CFDS

Education

Gadjah Mada University (2019 - 2023)

S1 Department of Government Politics, Faculty of Social and Political Sciences,
Gadjah Mada University
