



IRMADEL AURELLIANA

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Desa Margajaya, Kec. Ngamprah Kab.Bandung Barat

A Bachelor's Degree graduate in Educational Technology from Universitas Pendidikan Indonesia. Highly enthusiastic about learning and development, detail-oriented, and passionate about training and development, quality improvement, instructional design, and human resource development. Skilled in Learning Needs Analysis (LNA), curriculum and module development, and instructional design. Experienced in evaluating training effectiveness, managing learning programs, developing engaging e-learning content, and implementing quality improvement initiatives. Strong ability to collaborate with cross-functional teams to enhance learning outcomes and operational excellence.

Education

Universitas Pendidikan Indonesia – Bandung

Aug 2020 – Aug 2024

Bachelor of Educational Technology Study Program, 3.66/4.00

Relevant courses: Human Resource Management, Design of Education and Training Programs, Lesson Planning, Learning Strategies, Curriculum Development Models, Educational Psychology, Management of Learning Resource Centers, Educational Technology Management, Management Information Systems (LMS), Educational Administration Management, Performance Technology, Educational Technology Innovation, Evaluation Program, Curriculum Evaluation, Learning Media, E-Learning, and Digital Multimedia Learning.

Work Experiences

PT Cermat Solusindo – WFH

Nov 2024 – Jan 2025

Content Planner (Intern Staff)

- Developed and Managed Content Schedules for social media.
- Designed and created engaging content, ensuring alignment with the institution's communication goals and target audience.

Private Tutor - Bandung Barat

Sep 2022 – Aug 2024

Elementary Educator (Part Time)

- Instructed elementary student.
- Organized and developed lesson plans tailored to students' needs.
- Managed educational media and conducted evaluations.

Pusat Pengembangan Sumber Daya Manusia:

Sep 2023 – Dec 2023

Geologi, Mineral dan Batubara – Bandung

Planning and Standardization Division (Intern Staff)

- Administered training plans.
- Conducted training needs analysis and designed programs and curriculum tailored to organizational goals.
- Facilitating the implementation of training programs by ensuring effective planning, execution, and evaluation.
- Managing the Learning Management System (LMS) for Training Participants (GISEL GEOMINERBA)
- Aligned the company's Standard Operating Procedures (SOP) with applicable policies.

PT Tiki Jalur Nugraha Ekakurir (JNE Express) – Bandung Barat

Nov 2019 – Dec 2019

Administrative Staff

- Administered the process of generating receipts for goods deliveries
- Monitored the recording of goods pick-up from customers.
- Entered customer data into the system to support shipping processes.

Organizational Experience

TXT: Trending X Taat – Bandung

Jan 2024 – Dec 2024

Head of media, decoration, and documention

- Planned and managed social media schedules for events.
- Designed promotional materials such as posters and digital content to events.
- Led content dissemination strategies and documentation for events.

Rumah Sandar – Bandung

Sep 2022 – Nov 2022

Staff member of design graphic

- Created graphic design content for the community's social media
- Managed social media activities.
- Prepared content scheduling and visual design plans for community social media.

UKM KALAM UPI – Bandung

Nov 2020 - May 2022

Head of content creator tsaqafah

- Planned the design of content to be developed.
- Created detailed content scripts as a copywriter.
- Managed the Instagram account and created engaging content for the platform.

HIMA TEKNOLOGI PENDIDIKAN – Bandung

Nov 2020 - Sep 2022

Staff of Educational and Service sector

- Created structured agendas and educational event objectives.
- Managed correspondence, including receiving, sorting, and distributing letters.
- Prepared official document, reports, and meeting minutes
- Collaborated with sponsorships and media partners, successfully raising Rp 1.3 million within 9 days.

Project Experience

Developed Digital Module at Teknologi Pendidikan UPI

Oct 2024 – Nov 2024

- Created scripts for educational videos and podcasts
- Developed questions for formative assessment of learning.

Developed Module at PPSDM GEOMINERA

May 2024 – Aug 2024

- Developed and edited modules to align with the company's content needs
- Developed user-friendly content for professionals in the mining and energy sector
- Designed module covers

Course Project

2020 - 2024

- Designed various teaching materials such as E-Modules, E-Worksheets, Interactive Programmed Learning and Application-Based Multimedia
- Developed an Academic Manuscript of a Training Subject for Local Content Curriculum and Created a Lesson Plan

Skills

Soft Skills : Creativity | Effective communication | Teamwork and Collaboration | Time management | Adaptability and Flexibility | Interpersonal

Hard Skills : Microsoft Word / Excel/ Power Point | Canva | Articulate Storyline | Google Sites | Instructional Design | E- learning Development | Learning Management System (LMS) | Multimedia and Graphic Design

Certifications & Others

- Certificate in Employability Skills 📄 (2024): International certificate on JobReady Employability Skills.
- Certificate in Digital Literacy 📄 (2023): Certiport IC3 Digital Literacy.
- Certificate in Independent Study 📄 (2023): Program Study Data Analyst and Artificial Intelligence
- Certificate in Content Creation 📄 (2022): Indonesian Students Micro Credential Program: Educational Content Creator in the Digital Era.
- Certificate in Proficiency Test of English to Speakers of Other Languages 📄 (2024): Score 443
- Achievement Contest 📄 (2023): Best Capstone Project Group in the series Certified Independent Study Program Class 4
- Journal (2021): 📄 Published articles in curricula journals regarding the UPI impact of learning media.