



BUNGA ARYA HAKIM

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Bogor, West Java

I'm a fresh graduate with a Bachelor's degree in Public Administration. I'm interested in organizational management and individual skill development. My focus is on administration and management, particularly in organizational management and human resource development.

Work Experiences

The Secretariat General of the House of Representatives of the Republic of Indonesia (DPR RI) - Jakarta, Indonesia

Sep 2023 - Nov 2023

Internship

Division of Plenary Sessions

- Archived documents related to the DPR RI Plenary Session agendas from 2019 to 2022 and prepared copies of the archived schedule for Plenary Session agendas.
- Compiled minutes and attendance lists for Coordination Meetings of the Plenary Session Division and DPR RI Plenary Sessions, and distributed meeting invitation letters to relevant parties.
- Conducted physical attendance checks for Members of Parliament in DPR RI Plenary Sessions to ensure attendance validation.
- Served as a recording operator during DPR RI Plenary Sessions.
- Participated in mentoring sessions and actively engaged in Voting Simulations to enhance skills and understanding of the legislative process.

CTRL N - Indonesia

Jul 2022 - Nov 2022

Volunteer Public Relation

A non-profit and non-governmental organization focused on raising public awareness about socio-political issues.

- Assisted in communication with media partners.
- Drafted Memorandums of Understanding (MoUs), Terms of Reference (ToR), and proposals.
- Facilitated internal and external organizational communication.

Komunitas Gerakan Suka Baca - Indonesia

Apr 2022 - Jun 2022

Volunteer in the Writing Division

A non-profit community focused on education and literacy issues.

- Wrote monthly articles on education and literacy themes in collaboration with the team.
- Created book reviews or microblogs for social media.

Education Level

Universitas Nasional - Jakarta, Indonesia

Sep 2020 - Feb 2024

Bachelor of Public Administration, 3.88/4.00

- Participant in the Discussion with the Plenary Session Division of the DPR RI themed "Getting to Know the Human Resources Support in the Implementation of DPR RI Plenary Sessions" in July 2023.
- Participant in the Focus Group Discussion (FGD) at the Indonesian School in Johor Bahru (SIJB), Malaysia, themed "The Quality of Education System for Indonesian Migrant Children in Indonesian Schools, Johor Bahru" in May 2023.
- Participant in the Focus Group Discussion (FGD) at the Consulate General of the Republic of Indonesia (KJRI) Johor Bahru, Malaysia, themed "The Education System in Johor Bahru, Malaysia: Strategies for Preparing the Younger Generation to Enhance National Competitiveness" in May 2023.
- Volunteer for the Tree Seedling Donation Activity in Banyukuning Village, Bandungan District, Semarang Regency, Central Java, organized by the Public Administration Student Association of Universitas Nasional in March 2023.
- Participant in the International Visiting Professor program themed "Development Issues in ASEAN," organized by the Public Administration Study Program of Universitas Nasional in January 2023.
- Volunteer for the Fundraising Activity for the Cianjur Earthquake Victims in November 2022.
- Participant in the Village Empowerment program themed "Community Empowerment in the Institutionalization of MSMEs in Pangauban Village, Batujajar District, West Bandung Regency," organized by the Public Administration Student Association of Universitas Nasional in June 2022.

Organisational Experience

The Public Administration Student Association of Universitas Nasional - Indonesia

Sep 2022 - Sep 2023

Member of the Talent and Interest Development Division

An organizational institution at the Public Administration Study Program level at Universitas Nasional that provides a platform for students to develop their potential.

- Actively participated in planning and organizing programs aimed at developing students' talents and interests within the campus environment.
- Identified students' needs and interests through surveys or discussions to design relevant and beneficial activities.
- Assisted in the implementation of various activities, such as workshops, seminars, and competitions, that support the development of students' skills and knowledge.

Sport and Art Competition of Public Administration (SCOPA) - Jakarta, Indonesia
Event Coordinator

Jul 2023 - Aug 2023

- Formulated the concept and theme for the Sport and Art Competition of Public Administration (SCOPA) 2023.
- Formed and led a working team, assigning tasks based on team members' expertise.
- Oversaw the overall implementation of the event, ensuring everything ran according to plan.

Dies Natalis of the Public Administration Study Program, Universitas Nasional - Jakarta, Indonesia
Event Coordinator

Jul 2023 - Aug 2023

- Formulated the concept and theme for the Dies Natalis of the Public Administration Study Program, Universitas Nasional, 2023.
- Formed and led a working team, assigning tasks based on team members' expertise.
- Oversaw the overall implementation of the event, ensuring everything ran according to plan.

Scientific Writing Workshop - Jakarta, Indonesia
Public Relations Team

Apr 2023 - May 2023

- Built and maintained good relationships with participants to increase attendance and participation in the Scientific Writing Workshop.
- Prepared and distributed press releases and promotional materials related to the event to attract participants' attention.
- Managed communication channels to provide up-to-date information and respond to questions from participants.

Student Tutorial of Public Administration - Jakarta, Indonesia
Event Team

Nov 2022 - Dec 2022

- Managed the event according to the rundown to ensure smooth execution.
- Prepared supporting documents and the event script for the MC.
- Organized and maintained the event's flow, ensuring it remained conducive, and created event guidelines for its implementation.

Skills, Achievements & Other Experience

- **Soft Skills:** Communication, teamwork, time management
- **Hard Skills:** Indonesian, English, Microsoft Office, SPSS
- **Certification** (2024): LPIA-EPT (English Proficiency Test) with a score of 510
- **Course** (2024): Mini Course Intro to Data Analytics by RevoU
- **Course** (2021): Bootcamp Digipreneur by Akademi Inspiradzi
- **Course** (2021): Digital Marketing Class by Ahmad Hasyim KT&G SangSang Univ. Indonesia
- **Course** (2021): Video Editing Class by Fajar Muharam KT&G SangSang Univ. Indonesia
- **Webinars Attended** (2022): Participant in the Jakarta Smart City Webinar themed "Support for Public Service Digitalization through the Alpukat Betawi DKI Jakarta Application System," organized by the Public Administration Student Association of Universitas Nasional.
- **Webinars Attended** (2021): Participant in the National Digital Literacy Event: Indonesia Makin Cakap Digital with the theme "STOP CYBER BULLYING!" organized by the Ministry of Communication and Informatics of the Republic of Indonesia and the National Digital Literacy Movement Siberkreasi.
- **Webinars Attended** (2021): Participant in the National Webinar themed "Implementation of Presidential Regulation Number 99 of 2020 on Vaccine Procurement and Vaccination Implementation in the Effort to Combat the COVID-19 Pandemic," organized by the Public Administration Student Association of Universitas Nasional.