

FADHILA RIZQI AMALIA

Sumedang, Jawa Barat | P: +62 87779787909| fadhila932@gmail.com |
<https://www.linkedin.com/in/dila-amalia-91a900202/> (Fadhila R.A)

PENGALAMAN

Padjajaran University Choir (UKM tingkat kampus) – Bandung, West Java

Secretary staff - Kabinet Anam Cara

March 2019–December 2020

Secretary staff - Kabinet Kontributif

- Managed 42 letters that went out and went into the mailbox and email
- Recording the contribution of 60 administrators in the 2019 management period, the data consists of participation from external jobs and internal jobs assisted by data from the Internal division and External division
- Created 250+ certificates for Clair de Lune Vocal Recitals (2019) and Alarsa (2020), and Contributive Cabinet Management (2020)
- Sending 300+ holiday greeting cards to UKM internal parties (alumni and members)
- Record 2 years of UKM activities on the schedule board at the Dipatiukur campus training ground and on Google Calendar periodically

VOLUNTEER

Dinas Ketahanan Pangan – Garut, West Java

Food Safety Division (Part-time)

August 2020 – June 2021

- Testing and collect data of 100 samples of fresh food of plant origin during 2019-2020.
- Listing 10 actors in registering fresh food from plants throughout Garut Regency
- Analyze the KPI performance of Food Safety Sector activities (3 divisions) in 2019-February 2021 based on job descriptions and work programs
- Carry out 30 specification tests, 25 formalin tests, 20 borax tests, and 20 chlorine tests on fresh food samples of plant origin (fruit, vegetables and rice)

Kepanitiaan di Universitas Padjadjaran– Sumedang, West Java

Food consumption staff RPAB PSM UNPAD 2018, 2019

June – October 2018

June – October 2019

- Providing 200 portions of food at RPAB Unpad.
- Providing food for 16 support activities at RPAB Unpad

Medical Staff - Barikade Prabu Unpad 2019

June – August 2019

- Help maintain the stability of the activities of the 6000+ new students who pass through the barricades of the Unpad's rectorate with 3 months of basic medical training
- grouping 6000+ new students into medical status categories

Faculty committee staff - Prama Unpad 2019

August 2019

- supervision of election activities of the 2 candidate pairs
- Recording the participation of 400+ faculty level students in the 2019 university chairman of student executive board election
- Counting and recording ballot papers during the 5 days of election activities

Public Relation staff-Pemilu FTIP Unpad 2017

Agustus 2017

- Supervision of election activities of the 3 candidate pairs
- Recording the participation of 200+ faculty level students in the 2017 faculty chairman of student executive board election
- Counting and recording ballot papers during the 5 days of election activities

FREELANCE

Writer at Quora Indonesia

May 2021-Present

Manage the Food Facts (community room) ! (1500+ Followers)

Wrote 30 contents out of 101 (total) based on literature studies regarding food science and its application in the industrial sector voluntarily using publication sources Sciedirect, Researchgate, Wiley, and articles taken from Instagram

EDUCATION

Universitas Padjadjaran – Sumedang, West Java

August 2017-March 2024

Bachelor of Agriculturual Technology/Food Engineering (Food Technology) Cumulative GPA 3,51

ADDITIONAL

Technical: Notion (Basic), Google Calendar (Basic), Google Docs, SAP (Basic)

Languages: Indonesian, English

Certifications or Training:

Certifications or Training:

- SAP Tutorial untuk pemula ERP (input data scheduling, purchasing, management, warehousing)
- Basic data – Business Metrics – Business Understanding (Myskill)
 - Data Storytelling · Dashboards · Business Value · Business Insights
- Product Manager and Development (Myskill)
 - Pirate Metrics · Value Propositions · Unique Selling Point · Product Vision · Product Discovery · User Personas · User Story · Product Testing · Usability Testing
- Python, SQL & Tableau forData Science – Pacmann
 - Data Transformation Services (DTS) · Data Optimization · Data Preparation · Critical Thinking · Metrics · Filter Design
- Business Development (Myskill)
 - Sales Proscpecting · Qualifying Leads · Sales Tools & Pitching · Customer Engagement · Customer Communication · Market Research · Reaching & Handling Leads
- Corporate Communication (Myskill)
 - Assertive communication · Meeting report · Storytelling · Intercultural Communication · Negotiation
- Food Safety GMP, HACCP, ISO 22000:2018, FSSC 22000 Version 6.0 (Makin Ahli)
 - Professional Ethics · Critical Thinking · prerequisite · Fast-Moving Consumer Goods (FMCG)
- QC & QA In Food Industry (Makin Ahli)
- Penyusunan Dokumen HACCP (Makin Ahli)
- Good laboratory Practice & Document Control (Makin Ahli)

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PENGALAMAN

Padjajaran University Choir (UKM tingkat kampus) – Bandung, Jawa Barat

Staff Sekretaris Kabinet Anam Cara

Maret 2019–Desember 2020

Staff Sekretaris Kabinet Kontributif

- Mengurus 42 surat yang keluar dan masuk ke dalam kotak surat maupun email
- Mendata kontribusi 60 pengurus dalam periode kepengurusan tahun 2019, data tersebut terdiri dari keikutsertaan *job* eksternal dan *job* internal yang dibantu data dari divisi Internal dan divisi Eksternal
- Membuat 250+ sertifikat pada kegiatan Resital Vokal Clair de Lune (2019) dan Alarsa (2020), dan Kepengurusan Kabinet Kontributif (2020)
- Mengirimkan 300+ kartu ucapan hari besar kepada pihak internal UKM (alumni dan anggota)
- Mendata 2 tahun kegiatan UKM pada *schedule board* di tempat latihan kampus Dipatiukur dan *Google Calendar* secara berkala

VOLUNTEER

Dinas Ketahanan Pangan – Garut, Jawa Barat

Bidang Keamanan Pangan (Part-time)

Agustus 2020 – Juni 2021

- Pengujian dan pendataan 100 sampel pangan segar asal tumbuhan selama 2019-2020.
- Mendata 10 pelaku usaha dalam registrasi pangan segar asal tumbuhan se-kabupaten Garut
- Menganalisis KPI kinerja kegiatan Bidang Keamanan Pangan (3 divisi) pada tahun 2019-Februari 2021 berdasarkan deskripsi kerja dan program kerja
- Melakukan 30 kali pengujian pestisida, 25 kali pengujian formalin, 20 kali uji boraks, dan 20 kali uji klorin pada sampel pangan segar asal tumbuhan (buah, sayur dan beras)

Kepanitiaan di Universitas Padjadjaran– Sumedang, Jawa Barat

Staf Konsumsi-RPAB PSM UNPAD 2018, 2019

Juni – Oktober 2018

Juni – Oktober 2019

- Menyediakan 200 porsi konsumsi pada pelaksanaan penerimaan anggota baru
- Menyediakan konsumsi pada 16 kegiatan pendampingan penerimaan anggota baru

Staf Medik-Barikade Prabu Unpad 2019

Juni – Agustus 2019

- Membantu menjaga stabilitas kegiatan dari 6000+ mahasiswa baru yang melewati jalur barikade rektorat Unpad dengan 3 bulan pelatihan dasar medik
- Mengelompokkan 6000+ mahasiswa baru kedalam kategori status medisnya

Staf PPF-Prima Unpad 2019

Agustus 2019

- Mendata keikutsertaan 400+ mahasiswa tingkat fakultas dalam pemilu ketua BEM KEMA UNPAD 2019
- Pengawasan kegiatan pemilihan umum dari 2 pasangan calon
- Menghitung dan mencatat surat suara selama 5 hari kegiatan pemilu

Staf Humas-Pemilu FTIP Unpad 2017

Agustus 2017

- Pengawasan kegiatan pemilihan umum dari 3 pasangan calon
- Mendata keikutsertaan 200+ mahasiswa tingkat fakultas dalam pemilu ketua BEM KEMA FTIP UNPAD 2017
- Menghitung dan mencatat surat suara selama 5 hari kegiatan pemilu

FREELANCE

Writer at Quora Indonesia

Mei 2021-Sekarang

Mengelola Ruang Food Facts! (1500+ Pengikut)

Menulis 30 konten dari 101 (total) berdasarkan studi literatur mengenai ilmu pangan dan aplikasinya di bidang Industri secara sukarela dengan menggunakan sumber publikasi Sciencedirect, Researchgate, Willey, dan Artikel yang diambil dari Instagram

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