

# MUHAMMAD FIKRI DARMAWAN

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## PERSONAL EXPERIENCE

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Active 5th semester English student with experience in HR and Event Management. Good communication skills with experience as MC/Moderator in various events. Actively contributing to the Embassy in the field of Tourism and Creative Economy. Contribute as a compiler and author of books with the theme of Human Resource Management. Proficient in operating Microsoft Office (Word, Excel, PowerPoint) in daily activities. Have the ability to make quick decisions with a critical thinking and problem solving approach.

## EDUCATIONAL BACKGROUND

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### Universitas Islam Jember

2022 – Present

- S1 Education | GPA: 3.77 / 4.00
- Major: English Department

## WORK EXPERIENCES

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### Freelance Writer, Jewellius Kistom Group

Sep 2024 – Present

- Develop a book outline with the theme of Human Resource Management
- Collect several book references related to the latest Human Resource Management themes from academics and practitioners.
- Compile a book manuscript based on related and current literature, and conduct research related to HR management case studies..

### Event Organizer, ROMANSA ORGANIZER

Jan 2023 – Present

- Create event concepts and themes that are creative, organized, and according to client needs.
- Establish cooperation with trusted vendors (catering, decoration, sound system, etc).
- Recruit and coordinate the event team (crew, ushers, etc.) and conduct briefings on the team crew
- Conduct location surveys, permits, and preparations related to event technicalities
- Establish active communication with clients

## ORGANIZATION EXPERIENCES

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### Human Resource, LinguComm

Jul 2024 – Present

- Conduct regular public speaking training activities.
- Collaborate with the public relations division to invite and coordinate speakers from home and abroad.
- Record and evaluate the development of each LinguComm member regularly.

### Human Resource, Toco Ranger Indonesia

Feb 2024 – Present

- Record the need for additions and subtractions in ongoing projects
- Work on monthly projects related to tobacco use in Indonesia and analyze and summarize relevant research journals
- Design and implement anti-smoking campaigns through temporary and permanent programs
- Create a positive impact in the reduction of tobacco consumption by smoking

### Human Resource, AnuvaStudy

Jul 2024 – Nov 2024

- Design and organize all company activities and events
- Manage activities aimed at improving the cooperation and performance of AnuvaStudy members
- Supervise the performance of employees in each division of Anuva Group
- Coordinate with related teams for effective recruitment implementation

**Event Organizer, Dream Come True**

Dec 2023 – Aug 2024

- Manage a one-week soft skills training program
- Develop a detailed timeline and agenda of activities
- Oversee the creation and distribution of promotional materials (brochures/pamphlets)
- Ensure the smooth running of each event session and coordinate the entire committee team
- Evaluate the entire program and create an accountability report

**SKILLS**

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**Language:** Indonesian and English

Expert

**Software:** Microsoft Office, Google Site

Expert

**Others:** Material Development, Information Presentation, Needs Analysis,  
Document Preparation, Public Relations, Stakeholder Management