

FAIZA NASYWA ARZA

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About Me

Mathematics graduate from Universitas Andalas with an interest in event management. Experienced in organizing and coordinating events, with strong skills in communication, problem-solving, and teamwork. Detail-oriented and able to work in dynamic environments. Eager to contribute as an Event Specialist Intern to develop skills and gain hands-on experience in event planning.

Education

Universitas Andalas - Padang, Indonesia	2020 - 2025
Bachelor of Science in Mathematics	
MAN 2 Pekanbaru - Pekanbaru, Indonesia	2018 - 2020
Natural Sciences Major	

Organizational Experience

HIMATIKA FMIPA UNAND - Padang, Indonesia	Mar - Dec 2023
<i>Secretary of Audit and Secretariat Division</i>	
<ul style="list-style-type: none">• Record and archive data of active and inactive members both online and offline.• Monitor and evaluate member activity, providing appreciation for active members.• Control facilities and infrastructure online and offline.	
FKI Rabbani UNAND - Padang, Indonesia	Mar - Dec 2023
<i>Staff of Women's Division</i>	
<ul style="list-style-type: none">• Assist in coordinating the activities of Muslimah outreach within the Faculty of Da'wah (LDF) at UNAND.• Organize a Muslimah Study Forum in collaboration with the Women's Division of FSI across UNAND.• Conduct basic Muslimah training for female cadres of Universitas Andalas.	

Work Experience

Island Course - Padang, Indonesia	Jul - Nov 2024
<i>Private Math Tutor</i>	
<ul style="list-style-type: none">• Prepare learning materials and relevant practice questions to support students' learning process.• Explain mathematical concepts and solve problems to help students understand the material.• Assist students in completing and understanding math homework from school.	
Great Muslimah Training - Padang, Indonesia	Jul - Sep 2023
<i>Event Committee Staff</i>	
<ul style="list-style-type: none">• Determine the event theme, create schedules, and decide on materials and speakers.• Help coordinate event needs, such as catering, decorations, and technical equipment.• Ensure the event runs according to schedule and provide solutions to any issues that arise during the event.	
Training Himatika Character - Padang, Indonesia	Mar - Jul 2023
<i>Public Relations Committee Staff</i>	
<ul style="list-style-type: none">• Create and distribute information regarding training activities to guests and participants.• Communicate event updates regularly to guests and participants.	

Pekan Seni Bermatematika XIX - Padang, Indonesia

Apr - Nov 2023

Administration Division Staff

- Help manage and archive event-related documents.
- Record attendance and ensure participant data matches the registration form.
- Ensure committee attendance is properly recorded.

Mentoring Team FMIPA UNAND - Padang, Indonesia

Sep 2022 - Feb 2023

Coordinator of Female Mathematics Department Mentors

- Plan and organize the schedule for mentoring sessions.
- Supervise mentor performance and act as a liaison between mentors.
- Collect and evaluate feedback from mentees to improve the mentoring process.

HIMATIKA Goes to School XV - Bukittinggi, Indonesia

Mar - May 2022

Coordinator of Administration Division

- Archive and organize all documents related to the event.
- Record and check the attendance of both participants and committee members.
- Prepare a comprehensive report on the event's activities.

PEMIRA KM FMIPA UNAND - Padang, Indonesia

Oct - Dec 2021

Event Committee Staff

- Plan and create a detailed and clear event schedule.
- Monitor and ensure the event runs according to the planned schedule.

Skills, Abilities, and Certifications

- **Languages:** Indonesian, English
- **Software:** Microsoft Office (Word, Excel, PowerPoint), Rstudio, Minitab, Canva
- **Training and Certifications:** RevoU Mini Course (Intro to Data Analytics), MySkill Certification Program (Microsoft Excel Basic), Central Course (Basic Spoken English)