

Ericha Margareta Lestari

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Recent graduate in Actuarial Science with hands-on experience in administration, organizational leadership, and mentoring. Skilled in managing operational documents, cross-functional collaboration, and data analysis to support performance target achievement. Highly motivated to contribute to smooth administrative operations and maintain a disciplined, orderly, and productive work environment.

Work Experience

Administrative – Davin Jaya Sanitair- Bandar Lampung City Office

November 2023 - November 2024 | Lampung

- Managed and organized operational documents to ensure accuracy, accessibility, and compliance with internal procedures.
- Coordinated with multiple departments to support daily administrative tasks and streamline workflow across divisions.
- Maintained records and databases, ensuring timely updates and secure handling of sensitive information.
- Assisted in preparing reports and summaries to support decision-making and performance tracking.
- Provided support during internal meetings and events, including scheduling, documentation, and follow-up actions.
- Contributed to creating a structured and efficient work environment by implementing organizational improvements and promoting clear communication.

Internship - Central Bureau of Statistics (BPS) - Bandar Lampung City Office

Juli 2023 - Agustus 2023 | Lampung

- Manage SPAN (State Treasury and Budget System) files of BPS finances routinely and systematically.
- Developed an automated input form using VBA in Microsoft Excel to simplify recording and tracking financial transactions
- Apply Pivot Table to analyse and summarise financial data, supporting report preparation and financial decision-making.
- Digitising and analysing population survey data
- Perform time series data analysis to predict export-import trends based on historical data with R and SPSS, visualise analysis results with ggplot2 and excel charts.

Healthy Food Business Initiative (Fruit Sandwich & Infused Water)

- Conducting market observations in the ITERA campus embankment area to identify business opportunities, by connecting student exercise patterns with the need for healthy food consumption.
- Devised a business strategy including budget, product design, marketing, and distribution system using cooler boxes to maintain product quality during morning and afternoon sales.
- Increased sales of sandwiches from 40 units, and infused water from 10 to 15 units with strategies designed based on market observation.

Organisational Experience

Head of KESMA Division - ITERA Actuarial Student Association

January 2023 - December 2023

- Led and executed 7 division work programs, ensuring smooth coordination, reporting, and cross-division collaboration throughout the year.
- Organized 3 major events, including a Ramadan Gathering with 1,000+ attendees, a Student Election with 3 candidate pairs, and a Christmas Celebration attended by 150 students.
- Strengthened leadership and risk management skills by overseeing impactful initiatives that fostered student welfare, inclusivity, and engagement.

Mentor - Sarasanitya Division

July 2023 - August 2023

- Mentored 30 new students in soft skills development, environmental adaptation and personal branding strategies through an effective small group approach.
- Improved communication skills, problem solving, and mentoring ability in delivering strategic information related to academics, self-development, with 90% of participants expressing increased confidence through a survey at the end of the programme.

Mentor - Department of Cadre Development, Actuarial Student Association

July 2022 - December 2022

- Guided 15 mentees through structured development, including task design, evaluation, and personalized feedback to build leadership and organizational skills.
- Supervised and supported innovation, helping students create new work programs while ensuring accountability and quality in their execution.

Event Coordinator - Pemira Ketua Angkatan, Actuarial Student Association

- Led the event division in planning the election program by facilitating team discussions to develop the timeline, rundown, and event theme.
- Coordinated cross-division efforts, including budgeting with the treasurer and logistics with the operations team for decoration and on-site needs.
- Managed task delegation and reporting, overseeing the team from pre-event to post-event execution and delivering progress updates to the chief organizer.

Lisensi	Skills
<ul style="list-style-type: none">• IBM - Pengantar Data Analisis (https://coursera.org/verify/OEPNCS41KIDL)• ITERA Language - TOEFL (https://drive.google.com/file/d/12h5fApL3PW1qVkvkn3CfU8pISbgzTYg2/view?usp=sharing)• IBM - Data Classification and Summarization Using IBM Granite (https://www.credly.com/badges/e849f03f-f5aa-433-996d-8c2dd242dad1/public_url)	<ul style="list-style-type: none">• Programming & Tools : R, Python, SPSS, SQL, Google Cloud.• Data Visualization : Excel Chart, ggplot2, dan looker.• Automation : Macro dan Pivot Tabel• Microsoft Office.• Language : Intermediate English