

FETRUS MEILANO ILHAMSYAH

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Detail-oriented Public Administration graduate with experience in digital administration, operational support, and content editing. Skilled in document management, data processing, and workflow optimization using digital tools and AI-assisted methods. Experienced in administrative support, basic financial recording, media editing, and organizational coordination. Reliable, organized, and adaptable in both office-based and remote work environments.

EDUCATION

STIA BALA PUTRA DEWA – [Palembang, Sumatera selatan] 2022– Present
Bachelor's Degree in Public Administration (Ongoing, 7th Semester) | IPK: 3.52

WORK & INTERNSHIP EXPERIENCE

Remote Administrative Support – International Client 2024- Present
Freelance – Remote

International Client (Chinese Supervisor) | Freelance / Remote.

- Managed digital documents and administrative records
- Implemented automated workflows (JPG/TXT to PDF, TXT to VCF) to reduce manual work
- Supported content editing and digital operations
- Assisted with digital projects and workflow coordination

Part-Time Staff – Komisi Pemilihan Umum (KPU) 2021 – Aug
2021

Palembang, Indonesia.

- Assisted in organizing voting processes during election day
- Conducted vote counting and prepared official reports
- Ensured election procedures ran according to regulations

Accounting Intern – mitra store, prabumulih 2021-2021
Intern

Recorded daily transactions and prepared financial summaries.

- Recorded daily financial transactions (sales, purchases, expenses)
- Prepared simple financial reports
- Managed structured data using Microsoft Excel.

Freelance Video & Content Editor 2023 – Present

- Edited videos for academic and organizational needs
- Produced short-form and documentation content
- Improved video quality using transitions, basic color correction, and audio balancing.

ORGANIZATIONAL & VOLUNTEER EXPERIENCE

Student Class Leader (Ketua Angkatan) 2023 – Present
Palembang, Indonesia

- Coordinated class activities and communication
- Liaised between students and lecturers
- Organized task distribution and schedules

Student Organization Member (BEM / DPM / HMI) 2022 – Present
Palembang & Muara Enim, Indonesia

- Supervised program implementation and student budgets
- Participated in youth development and community programs
- Organized events and managed activity documentation

Event & Village Documentation Volunteer 2022 – Jan 2023
Sugih Waras, Muara Enim

- Documented village events through photo and video
- Prepared activity reports and summaries

KEMAMPUAN

- **Hard Skills:** Digital document management, data entry, Microsoft Excel, video editing (CapCut, Premiere), photo editing (Canva, Photoshop), basic HTML/CSS, GitHub Pages, digital workflow optimization
- **Soft Skills:** Organization, communication, time management, teamwork, adaptability, attention to detail.