



FAIZA INDAH LUTFIANA

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Sleman, Yogyakarta, Indonesia

A college student majoring in D3 Informatics Management at Amikom Yogyakarta University, I am someone careful, disciplined, and understanding of IT and Social Media.

Experiences

Forum Asisten Universitas AMIKOM Yogyakarta - Yogyakarta

Aug 2022 - Feb 2023

Asisten Praktikum Angkatan 2022 Mata Kuliah Paket Program Aplikasi

The Assistant Forum is a forum for Lecturer Assistants to provide knowledge to Students who will be guided through several selections that have been determined by the relevant Lecturer

- Explain in detail about using MS.Word, MS.Access, and MS Excel
- Applications Making Tasks for Students
- Help provide Student Values Resume to Lecturers

Forum Asisten Universitas AMIKOM Yogyakarta - Yogyakarta

Aug 2022 - Feb 2023

Koordinator Mata Kuliah Paket Program Aplikasi Angkatan 2022

- Make a practicum assistant schedule
- Make Presence Practicum Assistant

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Aug 2022 - Feb 2023

Asisten Praktikum Angkatan 2022 Mata Kuliah Algoritma Struktur Data

- Provides Basic Programming Material Using Dev C++ with C++ language
- Creating Simple Applications
- Giving Resume of Student Score to Lecturers
- Creating Tasks for Students

Final Project

- UI Design : Designing a Climbing Application
- Frontend : Making an animal adoption website "ADOPT-ME"
- Frontend : Making a website selling the Laundry application

Education Level

SMK N 3 YOGYAKARTA - Yogyakarta

Senior High School in Audio Video/Elektronika

Organisational Experience

Badan Eksekutif Mahasiswa - Yogyakarta

Mar 2023 - Present

Staff Sekretaris Kabinet

Badan Eksekutif Mahasiswa (BEM) adalah organisasi mahasiswa intra kampus yang merupakan lembaga eksekutif di tingkat Universitas atau Institut.

- Notulensi Rapat PI dan PH
- Menyusun Surat keputusan, surat keluar, dan segala surat/berkas yang dibutuhkan
- Menyusun Proposal dan LPJ
- Menjalankan Tugas dan Kerja Adminitrasi BEM

Himpunan Mahasiswa Manajemen Informatika - Yogyakarta

Oct 2022 - Present

Staff Kesejahteraan Mahasiswa

- Mencari, menampung, dan menindaklanjuti aspirasi dari mahasiswa Manajemen Informatika
- Mengembangkan Mahasiswa Manajemen Informatika melalui berbagai kegiatan yang akan diadakannya

Seminar Nasional AMCC 2022 - Yogyakarta

Sekretaris

- Membuat Proposal dan LPJ
- MC

Bincang Konsentrasi 2022/2023 - Yogyakarta

Bendahara

- Menyusun RAB
- Membuat LPK

Dialog Lembaga Mahasiswa - Yogyakarta

Perlengkapan

- Memenuhi kebutuhan setiap sie yang masuk ke dalam ranah perlengkapan
- Membantu persiapan layout
- Mencari lokasi

Dialog Program Studi 2023 - Yogyakarta

Koor Aspirasi

- Mengumpulkan dan mengelola aspirasi mahasiswa

Mission HIMMI 2022 - Yogyakarta

Humas

- Mencari list Sponsorship

Skills, Achievements & Other Experience

- **Soft Skills** 🏆 (2022): VSGA - Junior Web Developer
- **Soft Skills** 🏆 (2022): Python 101 for Data Science
- **Soft Skills** 🏆 (2022): AMCC Pelatihan Web Programming (Frontend)
- **Software:** Microsoft Office (Ms Word , Ms Excel , Ms Access , Ms Powerpoint) , Visual Studio Code, Microsoft Visual Studio, Figma , Canva
- **UI Design:** Capable to Design Website & Mobile Application with Figma
- **Personal Skills:** Discipline , Capable Work at Under Pressure , Creative to make a Strategic plan , Capable to work at Teamwork , Good Time Management , Willingness to learn and sense of responsibility