

# JENY FATTAHUL SISCA

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## SUMMARY

As the treasurer for the Lemongrass Protection project, I successfully managed the project's finances, from budgeting to expense tracking. I ensured accurate and transparent financial reporting, which helped the team meet its goals efficiently. My skills in financial management, attention to detail, and proficiency in Excel contributed to the smooth operation of the project. I'm driven by the need for precision and clarity in handling project funds, ensuring accountability at every step.

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## PROJECT EXPERIENCE

### Treasurer, Lemongrass Protection

Jun 2024 - Jul 2024

- Prepared the project's Budget Plan (RAB) to effectively manage expenditures and funding needs.
- Recorded and tracked the project's income and expenses using spreadsheet software to maintain accurate financial records.
- Created comprehensive financial reports using Microsoft Word to ensure transparency and the financial health of the project.

### Social Media Marketing, Pubites

Sep 2023 - May 2024

- Developed engaging posts and stories using Canva to boost sales of UMKM products and drive traffic to the Pubites website.
  - Executed targeted promotions via WhatsApp to attract students and increase product sales.
  - Collaborated with the web developer to ensure consistent branding across social media and the website for a seamless user experience.
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## EDUCATION

### Information System

Sep 2023 - Present

President University

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## ADDITIONAL INFORMATION

- **Technical Skills:** Project Management, Financial Management, Problem Solving
- **Languages:** English, Indonesia