

ADE FITRI MAULINA

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SUMMARY

I graduated from IAIN Syekh Nurjati with a bachelor's degree in Sharia Economic Law. I had good computer skills and was familiar with a variety of administration software during my time in college. In addition to my academic background, I have administrative and marketing expertise, so I am accustomed to maintaining inspection records and document archiving, which are abilities required to become an administrator.

WORK EXPERIENCES

PT OUSEAN GLOBAL DIGITAL – Tangerang Selatan, Indonesia

Feb 2023 – May 2023

Sales Admin | Internship

- Conduct market research internally and externally 3 times per month
- Conduct soft selling sales strategies on potential social media (Facebook, Telegram, and Instagram)
- Conduct email blasting with Mailchimp tools
- Analyze the market competition for One Step Abroad products.
- Create One Step Abroad product content captions 3 times every week
- Successfully collected the One Step abroad product customer database of 45 customers

PT. ATRAHDIS IDEA NUSANTARA – Depok, Indonesia

Feb 2023 – May 2023

Social Media Admin | Internship

- Posted relevant content to 7 Facebook groups, targeting the right audience and driving engagement.
- Created 4 captivating feed captions per week, aligning with the brand and capturing users' attention.
- Regularly analyzed content insights to understand user trends and optimize strategies.
- Actively communicated with social media audience, fostering positive relationships and ensuring prompt responses.

JAVA MULTI MANDIRI – Purwokerto, Indonesia

Feb 2023 – May 2023

Social Media Admin | Internship

- Strategically curated and posted 3 captivating content pieces per week, fueling brand visibility and enticing audiences.
- Masterfully crafted 4 captivating feed captions weekly, capturing users' attention and delivering impactful brand messaging.
- Analyzed insights like a detective, conducting weekly content evaluations to optimize strategies and drive engagement to new heights.
- Cultivated an engaged online community through active and meaningful interactions, fostering brand loyalty and connection.

SKYTREE DGTL – Bandung, Indonesia

Jan 2023 – May 2023

Project Management Support | Internship

- Reached out to 848 companies, 65 startups, and 43 universities through email and Instagram DMs within a 3-day period for partnership opportunities.
- Conducted thorough email blast checks using Sheets and Mailchimp to ensure effective communication.
- Boosted daily social media posts, averaging 3 per day, to increase engagement and brand visibility.
- Actively searched and secured 5 event content and media partnerships per week.

METADERMA – Tangerang Selatan, Indonesia

Jan 2023 – April 2023

Administration and Operation Support | Internship

- Oversee administration and ongoing tasks include managing calendars, responding to incoming emails and letters, and keeping track of spending.
- Coordinate internal events and activities such team meetings, presentations, and training.
- Help the operations staff with routine activities including inventory control, product shipping, and shipping preparations.
- Managing administrative duties and customer service-related operations, such as dealing with customer questions, product returns, and support requests.

PENGADILAN AGAMA SUMBER KELAS 1A – Cirebon, Indonesia

Secretarial | Internship

Sep 2022 – Oct 2022

- Filing incoming and outgoing letters during activities at the Pengadilan agama for one month

- Filing summons for the parties involved in the trial at the Religious Court to ensure that cases are settled quickly

Registrar | Internship

Sep 2022 – Oct 2022

- Create as many as 50 divorce certificates each day
- Create a test schedule for a week's worth of activities.
- Enter court information on the Sistem Informasi Penelusuran Perkara (SIPP) website once a day for 100–200 cases.

DPRD KABUPATEN CIREBON – Cirebon, Indonesia

Finance Departement | Internship

Feb 2022 – Mar 2022

- Recap the finances used in DPRD activities in single day
- Carry out the preparation of implementation and administrative services in field of planning and budgeting
- Receiving and checking accountability letters (SPJ)

Judiciary and Legislation | Internship

Feb 2022 – Mar 2022

- Prepare minutes of the results of Pansus
- Committee meetings Organize the course of routine and monthly meetings
- Archive statutory files

ORGANIZATIONAL EXPERIENCE

HIMAHES – Cirebon, Indonesia

Secretary of Ospek Departement

Feb 2022 – Aug 2022

- Make an activity proposal for the departement's OSPEK with Ms. Word tools
- Determine the general concept of the event committee
- Create incoming and outgoing letters needed during the activity, be it invitations or activity participants
- Create minutes of regular meetings with Google docs tools
- Creating meeting schedule and activity timelines with Google sheets tools
- Leading a routine meeting of the department's OSPEK activities
- Collecting database of new student major

Event Division Coordation

Jan 2021- Aug 2021

- Solving an unexpected problem in an activity and leading the event
- Create a rundown and timeline of activities
- Direct the committee to carry out their duties appropriately and quickly

Departement of Education

Dec 2021 – Aug 2022

- Successfully created a essay (KTI) and article writing routine with 30 members
- Organize seminars for students or the general public that are held online or offline organize training that can guide students to be more active
- Collecting database of students who are potential for educational activities into excel tools

COURSE & CERTIFICATION

[Data Science](#) by ASEAN Data Science Explorer

May 2023

[Microsoft Excel Basic to Advanced](#) by My Skill

May 2023

[Admin Program Profesi](#) by Pintarnya.com

April 2023

EDUCATION

IAIN Syekh Nurjati Cirebon – Cirebon, Indonesia

Aug 2019 – Feb

2023 Bachelor Degree of Sharia Economic Law (3.74/4.00)

ADDITIONAL

Technical : Microsoft Office, Microsoft Power Point, Microsoft Excel, Google Sheets, Google Docs

Languages : Native Proficiency in Indonesian, Professional Work Proficiency in English

Skills : Public Speaking, Relationship, Continuous Learning, Problem Solving, Marketing, Administration, Copywriting