



P O R T F O L I O

*Meitania Putri
Mahardani*



About me



My name is **Meitania Putri Maharani**, everyone calls me Mei and I'm a graduate student from Parahyangan Catholic University with a degree in International Relations on 2020. My previous work experiences are in Edu-tech Start-ups. I worked as a Jr. Recruiter and General Affair Administrative. I also experienced in handling company's partnerships related to publication, and communication, and I also experienced as a product quality checker. All these experiences makes me adaptive to a fast-paced work environment, tight deadlines, and being a goal-oriented person.

My volunteer experiences are in the field of research, communication and publication, involved in global NGO program, social media admin, administration, and event management. All my previous experiences has shaped me to become an analytical thinker, having communication skill, broad-minded, and requires me to become adaptive to new environment.

Education



22 Senior High School
Bandung
2013-2016



Parahyangan Catholic University
(UNPAR) Bandung

Majoring in International Relations
Minoring in Security Studies
2016-2020

Recipient of the FISIP UNPAR Dharmasiswa Scholarship
Program 2018-2020
Cumlaude with GPA 3.53

Undergraduate Thesis: The United States Strategy in Protecting the National
Interest of the Country through its Involvement in Syrian Conflict.

Work Experience

BuildWith Angga - Fulltime - Contract (June 2022 - September 2022)



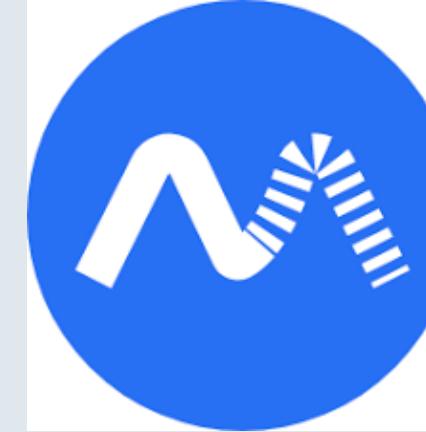
General Affair and People Operations

Responsibilities and duties include:

- Managed new hires, existing staff, vacations, and overtime payments for 20 employees.
- Recruited, scheduled, and interviewed Full-time workers and Interns and guide them during probation days.
- Explained product knowledge during the Onboarding to the new hires.
- Maintained office properties.
- Observed employee's work and responded to employees issues and questions.
- Created a monthly KPI for workers reports.
- Prepared working contract and agreements for new hires, existing staff/interns, or with partners.
- Prepared class contract and archived mentor data in database.

Work Experience

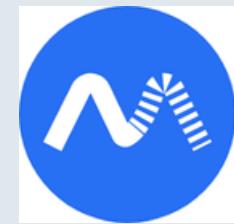
BuildWith Angga - Contract (June 2022 - September 2022)



General Affairs and People Operations

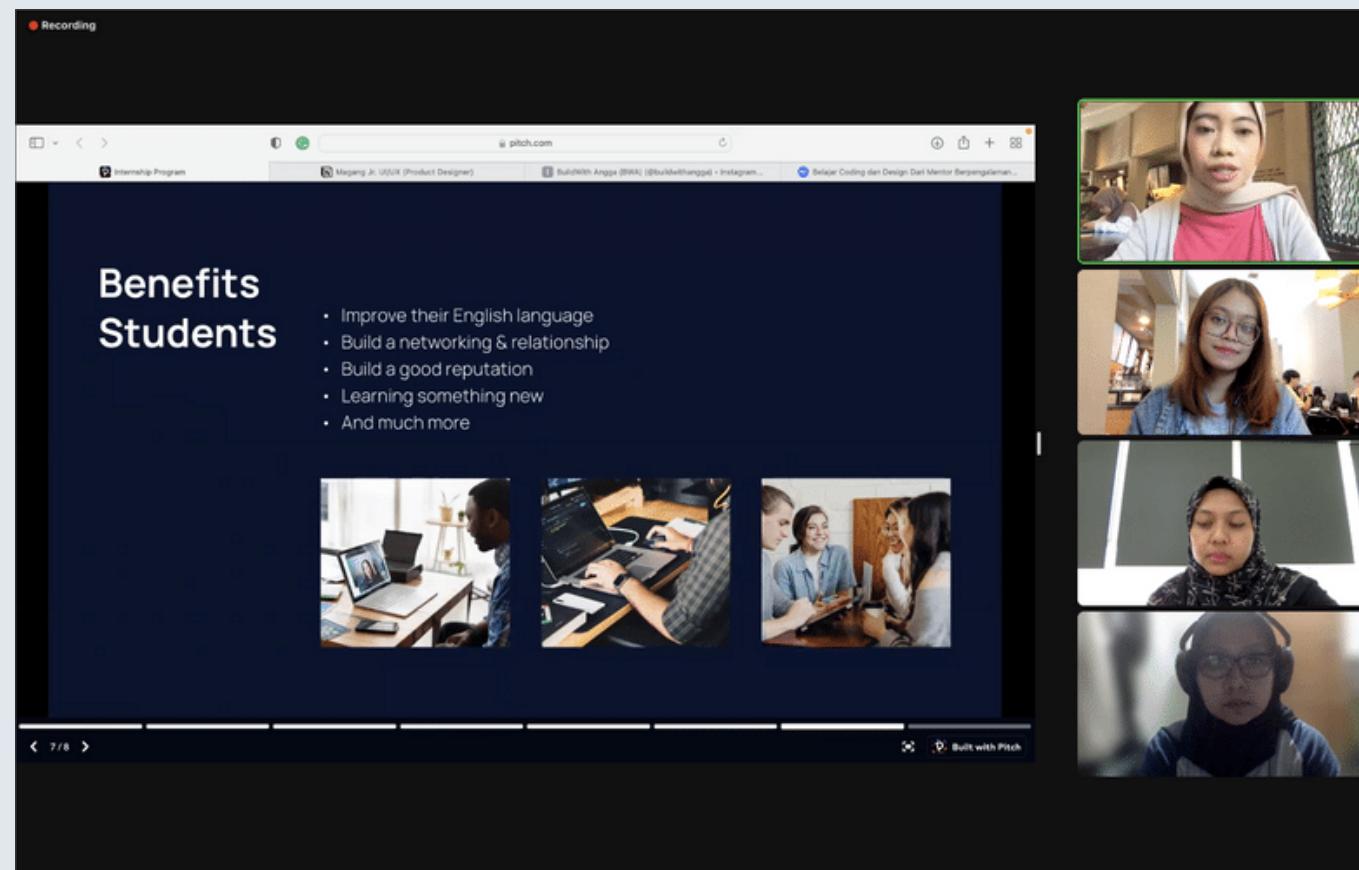
Responsibilities and duties include:

- Researched and acquired partnerships and business relations with various companies.
- Liaisoned and facilitated ongoing communications such as pitching plans and product knowledge to the partners.
- Promoted connections with potential Partners.



General Affairs and People Operations

1. Interviewed more than 35 candidates.
2. Hired 10 Full-time workers and Interns.
3. Selected more than 600 applicants.
4. Proposed a monthly KPI for employees.
5. Produced 60 Class Contract with Partners.
6. Approached 7 local and Multinational Companies for Partnerships.
7. Liaisoned and Facilitated ongoing communications such as pitching plans and product knowledge to 2 Malaysian companies, Avana and SamaSamaJaga.



Work Achievements



Work Experience

CoLearn - Contract (April 2021 - June 2022)



Tanya Question Preparation - Project Selection App Check

Responsibilities and duties include:

- Responsible for quality control of student questions that will enter the database made by Data Entry, both checking the completeness of the questions via Demotool App or Colearn's App.
 - Responsible in meeting the team's targets for monthly entry questions.
 - In my nine months of work, I have already checking quality of 41,890 questions.

As an Quality Control staff I had experience for being able to work in fast-paced environment, increased my ability to pay attention to details, trained to manage my working time properly, and goal-oriented.

Personal Volunteer Experience

Youth Power Hacks 2021
March 2021 - June 2021



Supported by:

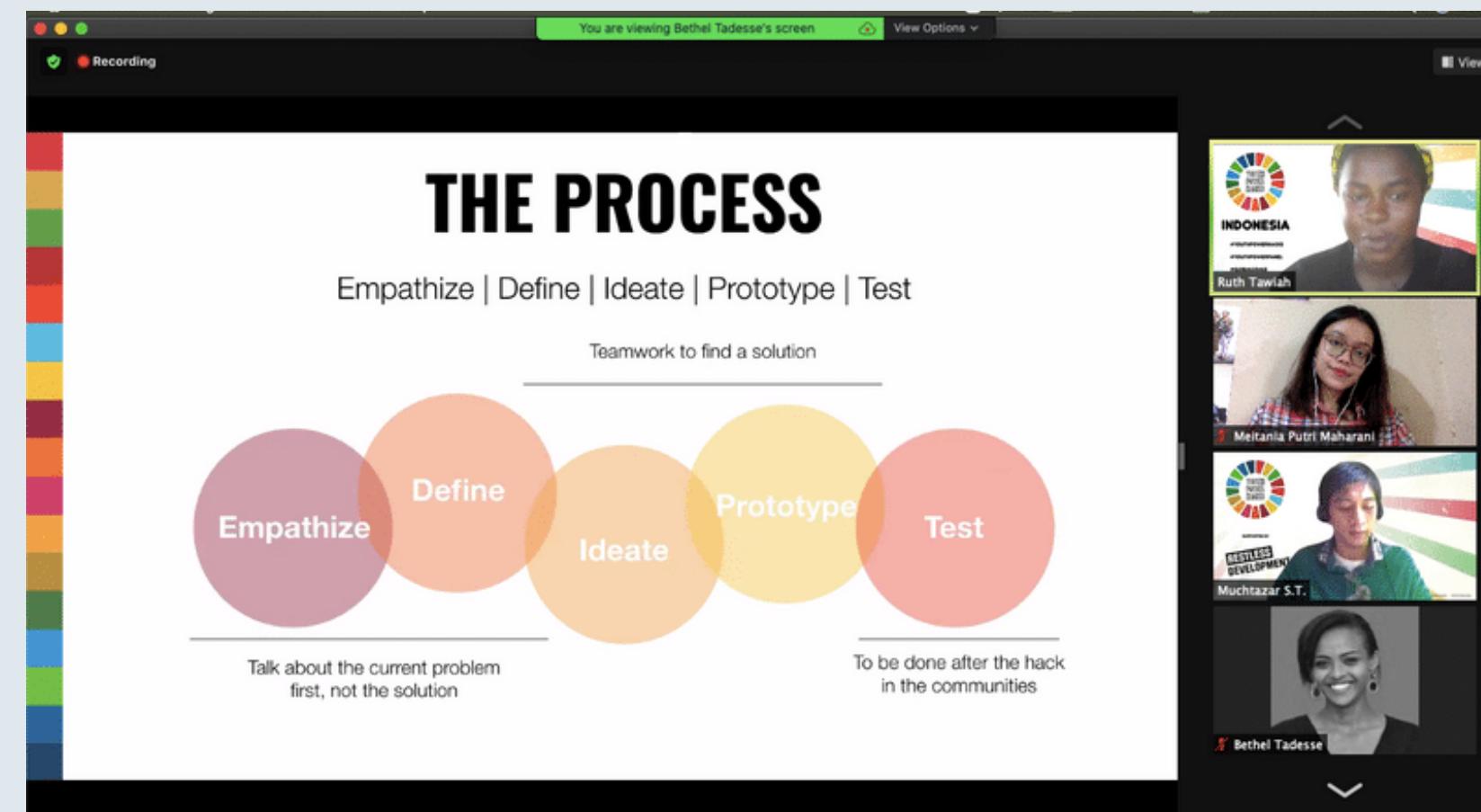


Youth Power Hacks 2021 is a global online hackathon held in six countries over three months, bringing together hundreds of young people to hack solutions to help get the Global Goals / SDGs delivered. Held by Youth Power panel comes from all over the world. The hackathons will be instrumental in organising the biggest youth generation in history to make the world a better place.

On March 2021, over 300 other applicants I was being selected as one of 72 youth leaders from Indonesia and Malaysia to be on board in international volunteer program called Youth Power Hacks by Restless Development supported by Unilever, and Project Everyone (NGOs in partnership with UN) in joining the Indonesia Hacks. The hackathons will support and connect local grassroots campaigns with funding; amplify youth actions that are creating change; developing tools to help young people everywhere track the goals and hold their leaders to account for their delivery.

Personal Volunteer Experience

Youth Power Hacks 2021
March 2021 - June 2021



On this event, I am with other with other 72 selected young leaders from Indonesia and under support from international committee were hacking solutions for Indonesia to deliver the global goals in improving the quality of education and to make them a reality. My team's project is called Nusantara School which is purposed to teach technical or vocational skills for students in rural areas digitally. By joining this event helped my leadership skills to grow, also im utilizing my interactive and language skills to be humble and confident when talking with different people's personality. Beside that it also increase my cultural awareness, responsibilities, and broadens my critical thinking skills.

Work Experience

Staff Admission of New Student Enrollment at UNPAR (Contract) Jul 2018 - Aug 2018



Academic Administration Bureau of
Parahyangan Catholic University.
Responsibilities and duties include:

- Worked as a documentation staff for documenting and print student's ID as a part of complement students requirements data.
- Worked as a staff of new student enrollment admissions as a administrative holder in inputting student data, filling documents both online and physical, identify and assist student's document requirements, and be the document archiver and have scanned above 300-400 hundreds document each day.

As an admission staff I had experience for being able to work under pressure and fast-paced, goal-oriented, and increased my ability to pay attention to details.

Work Experience



Exam Invigilator and New Student Admission of UNPAR (Contract) - Jan 2019



**Academic Administration Bureau of
Parahyangan Catholic University.
Responsibilities and duties include:**

- In charged in arranging the attendance list of new students candidates.
- As an invigilator for the entrance examination for new students candidates.

As an admission staff I had experience for being able to work under pressure and fast-paced, goal-oriented, and increased my ability to pay attention to details.

Personal Experience



Diplomacy in Practice 2019



Big theme: 'The Dilemma of Humanitarian Intervention in Syria: Between Sovereignty and Humanity' as a delegation of Republic of Indonesia.

Diplomacy in Practice is an annual skill development course for UNPAR International Relations students. Aim of the course was to create and negotiate a solution for the humanitarian crisis in Syria. **By joining this event I gained and exerted my skills in negotiating, doing diplomacy, think in an analytical and critical way, and teamwork.**

Organization Experience



Staff Publication and Documentation of International Relations Studies Group / KSMPMI (2016-2018)

Under the functional organization of International Relations Study Program Student Association (HMPSIHI), I joined as a staff division of publications and documentation KSMPMI which is a think-tank group for UNPAR international relations students for analyzing international relation issues. **By joining this organization, shaped me to become an analytical thinker, to think conceptually, and having a good communication skill.**

List of my contributions to this organization are described further below.

Organization Experience



Event staff and Staff Publication and Documentation for Socratime by KSMPMI

Socratime is a weekly event held discussion around international issues. This activity is also open for UNPAR students. On implementing this event, I was contributed as an event staff, doing live documentation for the event on their social media (Instagram and Twitter). By posting public documentation and announcements regarding to the event regularly, this event can invite up to 18-25 participant in each session.

Organization Experience

Content Creator and Social Media Admin to publish and announce KSMPMI events

I was in charge on making a campaign poster along with its caption to publish and announce KSMPMI's events on KSMPMI's social media (Instagram and Twitter).



ksmpmi • Following ...

ksmpmi Meskipun menjadi salah satu negara di timur tengah yang kaya akan minyak dan gas, Qatar pun tidak lepas dari krisis yang disebabkan oleh putusnya hubungan diplomatik dengan negara-negara tetangganya.

Apa sebenarnya yang menjadi penyebab krisis terjadi di Teluk Arab?

Simak diskusinya di Socratime bertema :

Qatar Crisis:
Serious Problem Between Gulf Countries

Pada hari Rabu, 16 Agustus, jam 12.00.
Di Taman FISIP.

Heart Comment Share

Liked by aishanjani and others

AUGUST 12, 2017

Organization Experience



Became a tutor for up to 4-6 International Relations students for preparing their mid/final examinations in each session.

Being a tutor required me to think within conceptual framework and think critically to answer students questions. In addition, I can develop my communication skills to deliver presentations about the internal relations theory that can be easily understood for the students.

Organization Experience



Logistic Division of Faculty of Social and Political Science UNPAR 2017-2018



During my two-year period, I was contributed to be the staff of annual initiations for new students of FISIP UNPAR, such as faculty initiation and Bakti Desa. And I contributed in providing logistic support to other divisions related to initiation activities.

From this involvement in the organization, I got the knowledge to be **adaptive in working as a team and individually**. Apart from that I build **new connections** and friends from other divisions.



Event Volunteer Experience

Secondman of Transportation and Licensing Division of Parahyangan National Model United Nations (PMUN) 2018

Parahyangan National Model United Nation (PMUN) is a Model United Nations competition event at the national level held by one of the functional organizations of HMPSIHI UNPAR.

I was contributed to the success of the event by successfully managed licensing venue procedures and arrival of more than 10 delegates and guests on time. From this event I gained a lot of knowledge in managing time and communicate better between divisions in order to begin and finish events on time.

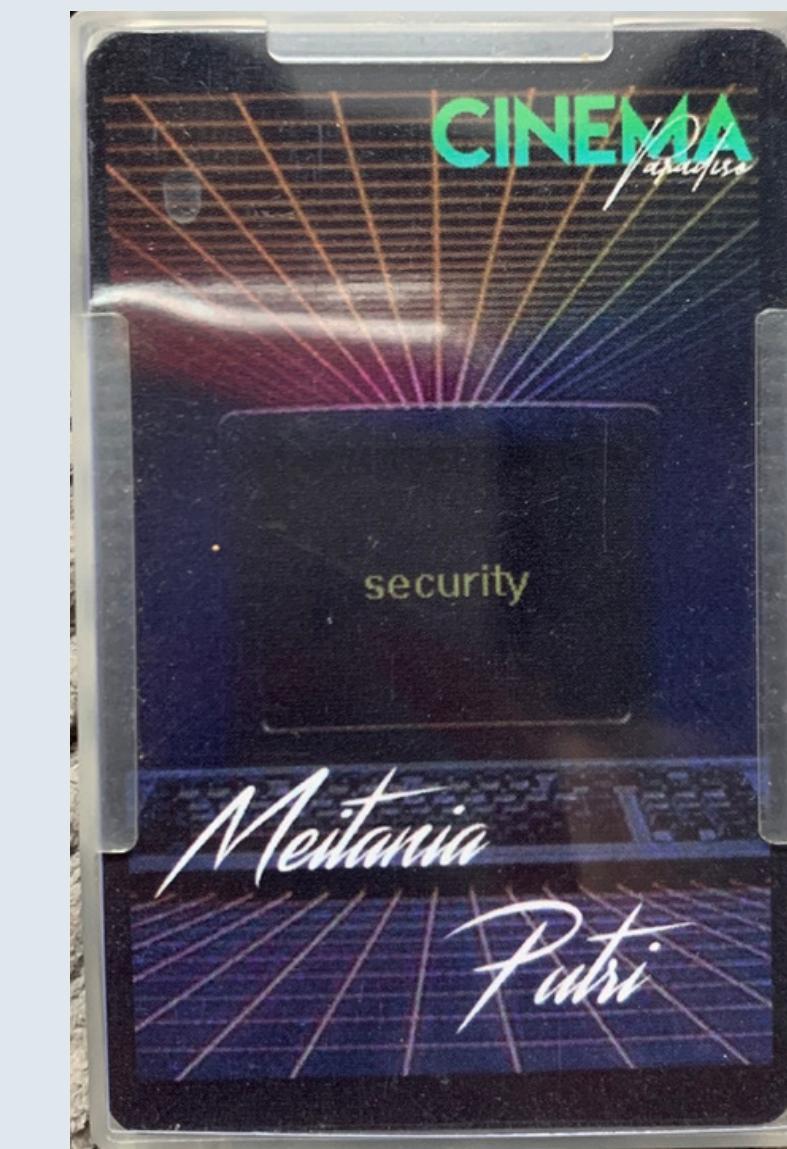


Event Volunteer Experience

Staff Security Division of Cinema Paradiso 2017

Cinepar is a film screening and appreciation event, held in collaboration with HMPSIHI and KSMPMI.

The image consists of two parts. On the left is a black and white photograph of the Cinema Paradiso 2017 event poster. The poster features the text "PRESENT" above three logos: a yellow circular emblem, a white circular emblem with "UNPAR" inside, and a blue circular emblem with a gear and a star. To the right of these is the large "CINEMA" logo with "Paradiso" written in script below it. Below the logo is a list of "EVENT CONTENTS" which includes "Film Screening", "Film Discussion", "Acoustic Band", "Dance by Pixar", "Musikalisasi Puisi", "Malam Sajak", and "Announcing Contest Winners". Under "FILMS SCREENED", it lists "(PAST)", "(PRESENT)" (with a small arrow pointing to "ATTENTION REFUGEES JIHAD SELFIE"), and "(FUTURE) THE NEW POLITICS 2775". At the bottom, there are sections for "SPECIAL SPEAKERS" featuring portraits of M. Rizky Maulana and Alex Sihar, and a section for "film screened". On the right is a screenshot of a Facebook post from the official account "cinepar • Follow". The post reads: "cinepar Department of IR UNPAR in collaboration with KSMPMI proudly presents - !! CINEMA PARADISO 2017 !! - Join us for a one-stop time travelling journey by enjoying our selection of retro-futuristic themed films, stroll and shop in our book fair stalls & experience a whole new way to enrich your political insights! - film screened". The post has a timestamp of "MAY 4, 2017" and interaction icons for "heart", "comment", "share", and "Bookmark". It also shows "Liked by aishanjani and others".



I was contributed to the success of the event by successfully managed the event going in order and cleared the area during the event by working as a team.

Event Volunteer Experience



Pasar Malam Kampus Tiga (PMKT) XXI-XXII Security Division

PMKT is an annual event held by Faculty of Social and Political Science. On this event I have contributed to securing the event, checking, and ensuring that visitors comply with the event protocol and do not bring prohibited items into the venue. At the PMKT XXI and XXII events, I am along with other members in the same division managed to check and ensure more than 300-500 visitors who came to the event.

From joining this event, I learned to keep focus when interacting with many people at the same time.



DIGITAL MARKETING BY REVOU

The world of digital marketing is now growing rapidly as well as becoming one of a field that is most wanted by job seekers due to the shifting from offline to online marketing. I had an interest in getting to know the world of digital marketing for a greater purpose, **by joining this short course have enriched my knowledge in digital marketing and how to be as a digital marketer, such as knowing basic things about SEO, SEM, types of organic and paid ads, social media marketing, and others.**

Certification



Certification



From this course I explored about what digital marketing means, why it is important and looked at some digital marketing strategies including display advertising, pay per click advertising, and search engine optimisation. The digital marketing strategy components were explained including the importance of balancing and integrating different digital marketing strategies and how companies can target customers. **The types of digital marketing that I learned are SEO, Email marketing, and how to do integrated marketing.**

 Future Learn



Certificate of Achievement

Meitania Putri Maharani

has completed the following course:

**DIGITAL SKILLS: DIGITAL MARKETING
ACCENTURE**

This online course provided an introduction to digital marketing, and explained the different digital marketing strategies, techniques and tools that are available for businesses to use today.

2 weeks, 2 hours per week


Camilla Drejer
Director of UKI Corporate Citizenship
Accenture



In association with


CPD
CERTIFIED
The CPD Certification Service

The person named on this certificate has completed the activities in the attached transcript. For more information about Certificates of Achievement and the effort required to become eligible, visit futurelearn.com/proof-of-learning/certificate-of-achievement.

This certificate represents proof of learning. It is not a formal qualification, degree, or part of a degree.



Issued 9th March 2021: futurelearn.com/certificates/njnjm8dh

Certificate of Appreciation



GATHERING AND INTRODUCING INTERNATIONAL RELATIONS 2016

as representative of the
Ukraine Delegate

CERTIFICATE OF APPRECIATION



THIS IS TO CERTIFY

Meitania Putri Maharani

The highest gratitude for the involvement as a delegate in
Gathering and Introducing International Relations 2016

"United Nations General Assembly Special Session on Child Trafficking:
Achieving Children Protection by Taking Preventive Measurement and Eliminate the Child Trafficking
Action."

CHIEF OF INTERNATIONAL
RELATIONS DEPARTMENT



Sylvia Yazid, S.I.P., MPPM., Ph.D.

Bandung, 25 September 2016

PRESIDENT OF HMPSIHI



Antonius Reynaldo Giovanni

The Parahyangan Catholic University International Relations Study Program (HI Unpar Study Program) together with the International Relations Study Program Student Association (HMPSIHI) Unpar annually hold a Gathering & Introducing International Relations (GINTRE) event, as an introductory event for the department to new students. This event consists of two forms of activity, namely formal and informal sessions. Formal sessions are simulated activities of certain international forum sessions while informal sessions are simple intimacy events. From this initiation event, I learned a lot about basic diplomacy as an IR's students, build my connection with the other students, and deepen my research skills.

Certificate of Participation

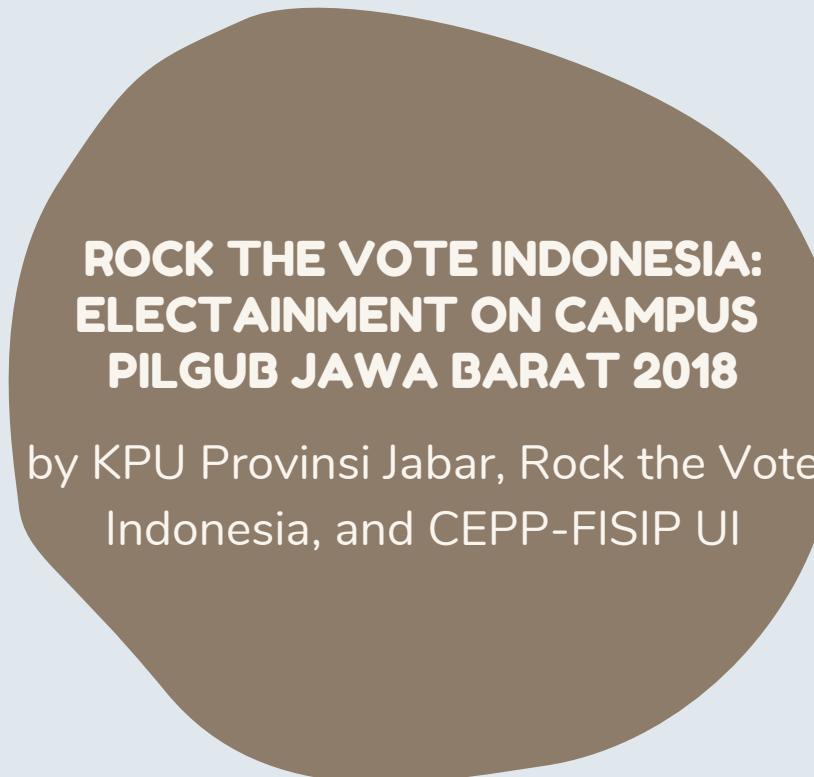


Parahyangan Catholic University in promoting innovation in advancing scientific development held an event called the Bandung Conference of International Relations Scholars (BCIS) in 2017, which was held by an internal organization under the UNPAR International Relations Study

Program Student Association (HMPSIHI), Kelompok Studi Mahasiswa Pengkaji Masalah Internasional (KSMPMI) which is an organization that I was involved in for three years. Here I am presented as a committee member as well as a participant in this event, this event includes a study of international issues, which carries the theme of "Indonesia Among Great Powers: The Battle of Power in the South China Sea". This activity includes a coaching clinic from the former Indonesian Ambassador to Vietnam, Dra Artauli RMP Tobing MA regarding policy briefs, **in participating in this activity I gained a lot knowledge in research or in pursuing a career in government.**



Certificate of Participation



**ROCK THE VOTE INDONESIA:
ELECTAINMENT ON CAMPUS
PILGUB JAWA BARAT 2018**

by KPU Provinsi Jabar, Rock the Vote
Indonesia, and CEPP-FISIP UI



Parahyangan Catholic University (Unpar) in collaboration with the General Election Commission (KPU) and the Center for Election and Political Party FISIP Universitas Indonesia (CEPP-UI) held a workshop entitled "Electainment on Campus: Rock the Vote Indonesia, Increasing Young Voters' Participation in Pilgub West Java 2018 ". The aim of the workshop is to revive the spirit of youth in democracy in Indonesia. **By participating in this workshop, I was provided with general knowledge about elections, the importance of using our right to vote because it will determine the future of leadership, and become a smart individual in filtering news, especially hoax news.**

Certificate of Participation



SEMINAR PENDIDIKAN ANTI KORUPSI "GENERASI JUJUR, TIDAK KORUPSI" 2018

by BKA UNPAR and Komisi
Pemberantasan Korupsi (KPK)

This anti-corruption education seminar was held by
UNPAR with the KPK (Komisi Pemberantasan
Korupsi) which aims to provide knowledge to
students about anti-corruption attitudes.



Personal Experience

Contributor to the establishment
of Kompas Hist in 22 Senior
Highschool Bandung 2015



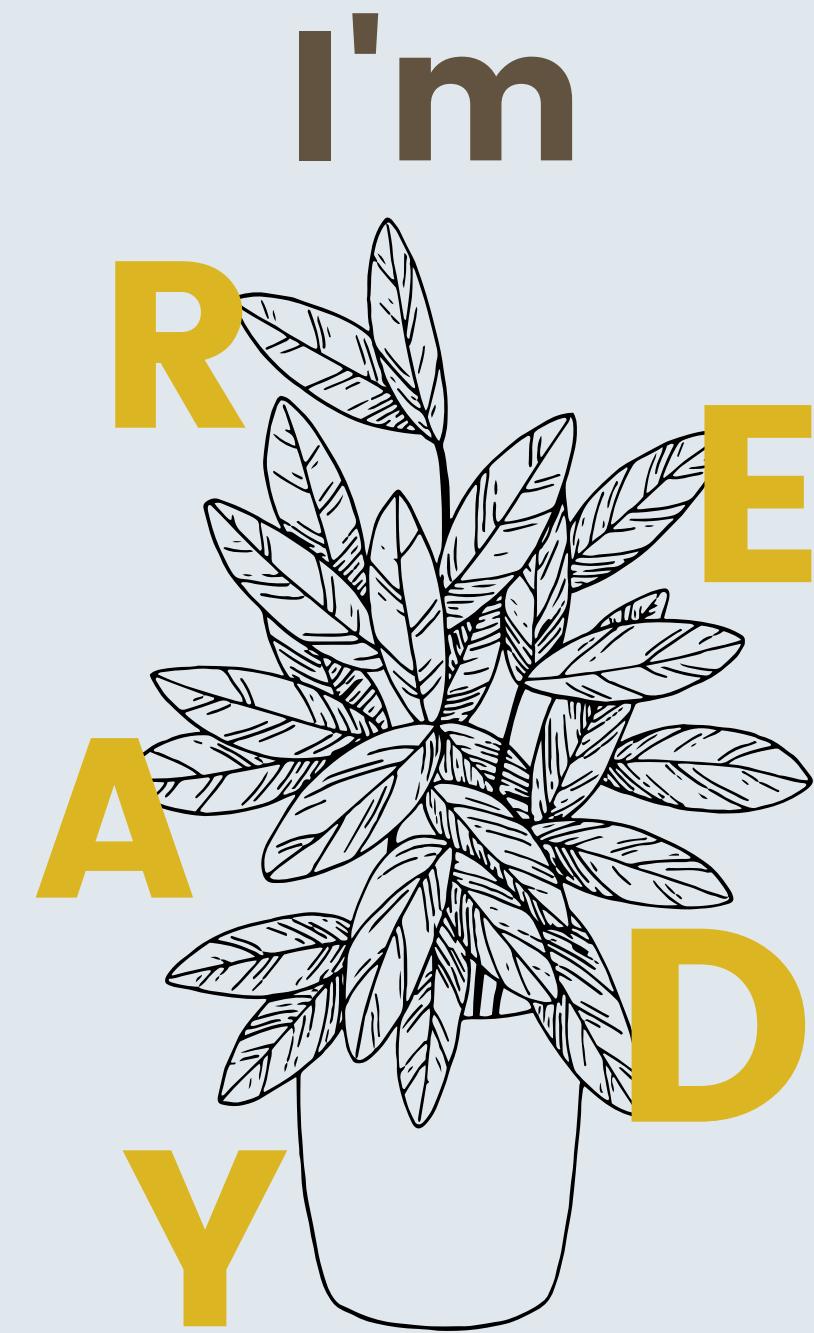
Kompas Hist
has around 140 students
from 2015-present

Kompas Hist has won few awards:

- Third winner of the Pahlawan Nasional Competition level at the provincial level at the province of West Java (September 2015).
- Winner of The History Olympics at the history essay week (March 2018).

Since I was in senior high school, my interest in history subject has emerged. As time goes by, my interest in national and international history is getting bigger, this is also confirmed by the opinion of my other friends that I have a deep knowledge in this field.

My history teacher also realized the potential that I had for history. On 2015, I am, the school history teacher, and together with other friends who have an interest in history subject have established a new official think-tank group community with the approval of the school named 'Kompas Hist' which means 'Komunitas Pecinta Sejarah'. This community has several activities including further education on national and international history, debate activities, or training and sending candidates to take part in history competitions up to the provincial level in West Java.



TO WORK WITH YOU!

I am open to further personal discuss or if you want to know other details
about me just reach me through:



meitaniamaharani@gmail.com



081313385605



Meitania Putri Maharani