MIRZA AMIR FAIZI

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As an freshgraduate information system student at Airlangga University. I have an interest in information technology and design, especially Data Science and Analytical. I have experience in the LSP Unair as an Administrative Assistant, DPKKA Unair as an Data Entry, and SDN Bubutan IV as an UI/UX Designer. I have good ability to communicate and work together in a team and have worked on several website or application development projects as a UI/UX designer or full stack developer. I intend to seek more knowledge in this field so I can improve my skills in the future.

EDUCATION

Universitas Airlangga – **Surabaya, Indonesia**   Aug 2020 – Dec 2024
Bachelor Degree in Management, 3.51/4.00

WORK EXPERIENCE

Lembaga Sertifikasi Profesi (LSP) Universitas Airlangga – **Surabaya, Indonesia**   Oct 2024 – Dec 2024
Internship – Administration Assistant
- Organizing, arranging, and archiving administrative documents such as forms, certificates, and reports.
- Recording certification participant data into the system or logs.
- Verifying the completeness of data and documents required for the certification process.
- Assisting in answering inquiries from certification participants, either directly or through communication channels (email, phone, or chat).
- Communicating with related parties such as departments, faculties, or external partners.
- Assisting in preparing logistics needs for certification exams (e.g., rooms, tools, or exam materials).
- Supporting participant registration during certification events.
- Ensuring smooth certification activities by monitoring the needs of participants and assessors.
- Designing promotional materials such as posters for certification events.
- Creating banners for group photos during certification exams.
- Conducting photo and video documentation during certification events
- Editing video documentation for post-event purposes.

DPKKA UNAIR – **Surabaya, Indonesia**   Apr 2024 – Jul 2024
Freelance – Data Cleaner and Validator
- Cleaned over 130,000 rows of alumni data using Excel to remove ineligible alumni data.
- Validated more than 15,000 alumni data from the previous cleaning using Excel before the alumni data would be entered into the alumni tracer system.
- Developed master dataset spanning over 8,500 rows before master dataset would be entered into the alumni tracer system.

Jasa Service Pribadi – **Surabaya Indonesia**   Feb 2024 – Present
Owner – Self-Employed
- Perform light servicing on electronic items such as mobile phones, laptops, and computers.
- Open a computer assembly service.

SDN Bubutan IV Surabaya – **Surabaya, Indonesia**   Feb 2023 – Apr 2023
Internship – UI/UX Designer
- Analyze the needs of the school website
- Create design and prototype of the website with Figma

ORGANISATIONAL EXPERIENCE

Management and Science University – Shah Alama, Malaysia   Dec 2023 – Jan 2023
Participant of Global Leadership Program
- Participated in planting 350 mangroves to fulfill the SDGs.
- Implemented international self-development programs and organized global forums to connect them for discussions.
- Learned about the workings and business strategies of multinational companies.

Information System Festival 2021 – Surabaya, Indonesia   Aug 2021 – Dec 2021
Staff of Publication, Documentation, and Decoration Division
- Documenting the entire timeline of activities on INFEST 2021. Promoting INFEST 2021 via Instagram.
- Create and edit INFEST 2021 staff introduction videos, opening videos, and throwback videos.

Himpunan Mahasiswa S1 Sistem Informasi – Surabaya, Indonesia   Jan 2021 – Dec 2021
Staff of Sport and Artistry Department
- Compile content with a different topic each month and will be uploaded via Instagram @sera_himsi.
- Arranging films to be watched with UNAIR Information System residents every month.
- Organizing gamer camp activities which are held twice in one term.

PROJECTS

Develop website of Clean Up Laundry Surabaya – 2022
Using Laravel Framework and Bootstrap

Make an UI/UX Design for website and mobile application of E-Market at ToMart Kediri – 2022
Using Figma

Create and edit videos about community care massages of SMAN 1 Surabaya for class XIIP1 – 2020
Using Adobe Premiere

SKILLS

Technical Skills: Editing Video (Tools : Adobe Premiere, Vegas Pro, CapCut, VN, and Alight Motion); Editing Photo (Tools : Photoshop); UI/UX Design (Tools : Figma); Data Analyst (Tools : Python, Tableau, R, and MatLab); Develop website (HTML/CSS and PHP).

Soft Skills: Leadership, Time Management, Teamwork, Communication, and Self-Development