

NURUL IZZA FARHANA

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SUMMARY

A dedicated Informatics Management Associate Degree graduate with administrative skills and a strong background in project management principles and strategies. Adept at engaging with diverse individuals through data collection and analysis. Experienced in administrative roles, which have further refined collaborative work approach and practical problem-solving skills. Actively seeking opportunities in the Staff Admin role to apply technical expertise, ensure streamlined operations, and deliver efficient solutions within the esteemed organization.

EDUCATION

Universitas Al-Azhar Indonesia

Sep 2023 - Sep 2024 (Expected)

Bachelor of Science in Informatics

IPB University

Jul 2018 - Sep 2022

Associate Degree in Informatics Management, GPA: 3.29 / 4.00

- Thesis: Development of Blacklist Feature on MONEVNG Web-based Application at LKPP (Grade: AB)
- Relevant Modules: Information System Analysis and Design, Web Design, Development of Management Information System Web-based Application, Graphic Design

WORK EXPERIENCES

PT DAIKEN FATHAN ALBARKAH

Sep 2023 - Dec 2023

Admin Staff

- Preparing and submitting administrative and technical documents to participate in tenders up to 3 projects per week
- Responsible for making appropriate price quotation documents for each project
- Effectively engaging with staff from domestic and international manufacturers/distributors
- Ensuring administrative completeness for every project
- Managing administrative documentation for permits in accordance with applicable regulations

Badan Pusat Statistik

Oct 2022 - Nov 2022

Petugas Pendataan Lapangan

- Coordinated with 3 heads/managers of neighborhood associations to verify the list of data on the existence of residents living in the area
- Recorded 250 data of citizens to confirm about profiles, social and economic conditions
- Conducted geotagging of 132 buildings to verify the condition of citizens' houses
- Checked 250 documents for completeness and data consistency
- Successfully completed the target load of 3 Local Neighborhood Units for a month

Lembaga Kebijakan Pengadaan Barang/Jasa Pemerintah

Feb 2021 - Apr 2021

Web Developer Intern

- Developed and implemented monitoring and evaluation web at LKPP using HTML, CSS, Java, JavaScript, and Play Framework to improve features and complete final project
- Created entity-relationship diagrams, class diagrams, use case diagrams, activity diagrams, and use case descriptions to complete data and system design
- Developed user interface for blacklist features in charts, graphs, and search form section to improve user experience

ORGANIZATIONAL EXPERIENCES

Story of Us

Dec 2022 - July 2023

Merchandising Division Member

- Conducted surveys on products to gather market insights
- Determined worth and pricing of products to ensure within merchandising budget
- Purchased high quality merchandise products for 100 participants

Pekan Seni Budaya

Sep 2019 - Nov 2019

Logistic Division Member

- Searched and provided necessary materials and equipment in a timely manner to ensure seamless execution of the event
- Managed rental of handy talkies from vendor as a communication tool during event to ensure effective communication
- Assisted in decoration process by utilizing resource and creativity, such as repurposing scrap wood to create stage decoration

LICENSES, TRAININGS, & CERTIFICATIONS

- How to Build and Make Money From Website For Beginners (Mounev Academy, 2023)
- Pelatihan Sharing and Caring “Menghidupkan Kembali Peta Jadul (Jaman Dulu) dengan QGIS” (Geosoftware.ID, 2024)

SKILLS

Hard Skills: Office 365 (Microsoft Word, Excel, PowerPoint), Google Workspace, HTML, CSS, draw.io, Web Development, System Documentation, Graphic Design, Motion Graphics, Adobe Illustrator, Adobe Photoshop, Adobe After Effects, Figma, Canva

Language: English (Intermediate)

PROJECTS [\[Portfolio\]](#)

Covid-19 Information Website (Class Project)

Jan 2021

Covid-19 Information Website as a requirement to pass final competency test

JLINE 005 Web (Collaboration Project)

Oct 2020

Participated in a Web Design project for JLINE in collaboration with PT. Permata Insan Nusantara Indonesia

SWOG Music (Class Project)

Mar 2020

A static website, simple website store with simple user interface

Boedaja App System Analysis (Class Team Project)

Nov 2019

Boedaja is an app that provides information about culture and diversity of areas in Indonesia. The process of the system did not reach implementation stage. Participated in analysis and evaluation of the system application