

# NURUL IZZA FARHANA

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## **SUMMARY**

A dedicated Informatics Management Associate Degree graduate with strong administrative skills, adept at engaging with diverse individuals through data collection and analysis. Possessing keen attention to detail, effective communication, problem-solving abilities, and a collaborative work approach. Actively seeking opportunities to apply technical expertise, ensure streamlined operations, and deliver efficient solutions within the esteemed organization

## **EDUCATION**

**Universitas Al-Azhar Indonesia**

Sept 2023 - Present

*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**

Sept 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)

## **SKILLS**

**Hard Skills:** HTML, CSS, UML Diagram, draw.io, Dart, Microsoft Word, Microsoft Excel, Microsoft PowerPoint, 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