

SARI MARLINA

Diploma in Informatics Management

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ABOUT ME

I am a Fresh Graduate from AMIK Boekittinggi, West Sumatra with a Diploma in Information Management. Interested in pursuing a career in the field of Operational Officer, Administration Officer, Data Entry, and I am also exploring new opportunities with enthusiasm to contribute to the world of technology. During my studies, I was actively involved in the organization of the Computer Systems Student Association by serving in the Documentation division. This role enriched me in organizational and leadership skills. I also honed my skills through an internship as an Operator and Administrator at a Senior High School in the Administration and Data Management section, and once created a website as an academic information system for an elementary school. Some of this work I worked as a part time freelancer in Plastic Printing. This skill strengthens my social skills in responding to a new problem or new challenge.

EDUCATION

AMIK Boekittinggi - Bukittinggi, Sumatera Barat

September 2021 - December 2024

Diploma in Informatics Management, AMIK Boekittinggi

Thesis Title: Implementation and Design of School Academic Information Systems at SD Trisula Perwari Bukittinggi

- ★ Implementing the Website to the Public.
- ★ Designing a problem at school.
- ★ Explain the features that have been created to the school's teaching staff.

EXPERIENCE, INTERNSHIP

Intership Sekolah Menengah Atas Swasta Pembangunan Bukittinggi -

Bukittinggi, Sumatera Barat

August - September 2023

School Operator Officer – Administration | Apprenticeship ★

Collect and clean data using Microsoft Excel.

- ★ Carrying out the task of inputting personnel and student data using Microsoft Excel.
- ★ Become a supervisory officer in the Implementation of School ANBK.
- ★ Check scholarship student data.
- ★ Recapture alumni archive documents.
- ★ Record the attendance and absence of teacher staff and students.
- ★ Check and install the application for ANBK School

Intership Kampus Mengajar Angkatan 7 – Bukittinggi, Sumatera Barat

February – June 2024

Teaching | Apprenticeship

- ★ Conduct seminars on introducing AI to students.
- ★ Input and Export data in the library.
- ★ Teaching students about Informatics and practicing it.

SD Trisula Perwari Bukittinggi – Bukittinggi, Sumatera Barat

August 2024

School Website Creation |

- ★ Conduct observations at an elementary school for which a website will be created.
- ★ Collect important data to be entered into an Elementary School Website.
- ★ Implement it to the public.

ORGANIZATIONAL EXPERIENCE

Information Management Student Association - Bukittinggi, Sumatera Barat

December 2021 - August 2023

Documentation Division and Treasurer Division | Organization

- ★ Take photos and videos of activities, both for archives and publications.

- ★ Create reports in the form of a combination of text, photos and videos as a track record of activities.
- ★ Help publish activity documentation on social media, websites or other platforms.
- ★ Create a budget plan for activity needs based on the proposals received.
- ★ Manage income and expenditure of funds according to needs.
- ★ Ensure the use of funds according to the planned budget.

Chairman of PKKMB AMIK Boekittinggi, West Sumatra - Bukittinggi, Sumatera Barat

Chairman of PKKMB | Organization

- ★ Prepare activity plans with the committee team, including event concepts, schedules and PKKMB themes
- ★ Be the main person responsible for the running of activities, ensuring everything goes according to plan.
- ★ Oversee the entire PKKMB process, from bookkeeping, event sessions, to closing.

SKILL

Hard skills: Microsoft Office (Word, Excel, Power Point), Network, PHP, CodeIgniter, Laravel.

Soft skills: Teamwork, Leadership, Analytical, Problem Solving, Creative. Time Management, Communication, Field Work, Operational, Administration, Data Entry, Operational Officer.

CERTIFICATE

- ★ Campus Teaching Program Certificate Class 7 of 2024
- ★ PT BINA INSAN MEDIA BIMTECH EDUCATION Competency Certificate
- ★ Certificate of Participation "Mastering Excel Basics: Increasing Productivity and Efficiency with Excel Skills"