

# SITI FAIZAH ZAUHAIRAH

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Having thrived in the commercial management trainee role, I am excited to explore new horizons in the tech industry, especially the dynamic field of software and web development. I'm eager to further develop my skills and embark on projects that contribute to the digital landscape. Moreover, I'm motivated to keep learning, growing, and excel in management function, as well as seeking full-time position that offers professional challenges utilizing interpersonal skills, excellent time management, and problem-solving skills.

## EXPERIENCE

**AUG 2022 – JUL 2023**

**MANAGEMENT TRAINEE, PT SIGNIFY INDONESIA**

- Observes the sales process by assisting area sales managers/distributor managers.
- Practices and tests sales strategies by visiting customers on the ground.
- Provides additional administrative support to sales representatives.
- Maintains and develops relationships with clients.
- Handle and manage a specific account.

**APRIL 2022**

**FREELANCE DATA ENTRY OPERATOR, PT PRIMA KELOLA IPB (KNOWN AS IPB CONSULTING)**

Entering, organizing, and sorting data of various small and medium enterprise (UMKM) commodities from more than 50 sub-districts with 9 sectors into KPJU database system.

**JULY – AUG 2020**

**FINANCE MANAGER, KKN-TEMATIK IPB (BATAM CHAPTER)**

- Managing cash flow and financial planning throughout the program.
- Created documents to display financial reports and data using Excel.

**AUG 2019 – MAR 2022**

**LABORATORY TEACHING ASSISTANT, IPB UNIVERSITY**

- Oversaw classes of up to 100 students in Agrogeology, Remote Sensing and Image Interpretation, Geomorphology and Landscape Analysis, and Geographical Information System and Cartography.
- Led courses independently with minimal oversight from professors.
- Checked assignments, proctored tests, and provided grades according to university standards.
- Applied fair grading practices consistently to evaluate students' work and assign letter or number values.

**2018-2019**

**STUDENT RESOURCE DEVELOPMENT STAFF, STUDENT ASSOCIATION OF SOIL SCIENCE IPB**

Responsible for conducting events to enhance soil science students' capability and skills, both academic and non-academic.

## EDUCATION

**OCT 2023 – PRESENT**

**FULLSTACK WEB DEVELOPMENT, PURWADHIKA DIGITAL TECHNOLOGY SCHOOL**

A web development student who's currently building front-end projects using HTML, CSS, Javascript, TypeScript as the main programming language, ReactJS (library), Vite (JS framework), and NextJS (JS framework).

**SEP 2017 – MAY 2022**

**BACHELOR OF AGRICULTURE, IPB UNIVERSITY**

Graduated from the Land Resources Management Major, Soil Science and Land Resources Department, with a cumulative GPA of 3.85/4.00.

## ACHIEVEMENT

- Best Graduate of IPB University Graduation Batch V from The Agriculture Faculty (2022)
- Exchange student of Short Winter Program at Graduate School of Agriculture, Kyoto University (2020)
- Best Buddies of Summer Course on Sustainable Tropical Agriculture (2019)
- Best Staff of Student Resource Development Division of Student Association of Soil Science IPB (2019)
- 1st place in Soil Cerdas Cermat Competition on Soil Festival (2019)
- 2nd place in Cerdas Cermat Competition on A-Competition (2019)
- Awardee of Beasiswa Pemerintah Kota Batam (2017-2022)

## SKILLS

- Organization and Time Management
- Written and Verbal Communication
- Database Management (MySQL, SQL Query)
- Operating Office App (Excel, Word, Powerpoint)
- A Good Team Player
- Analytical and Critical Thinking
- Detail-oriented
- Programming language (HTML, CSS, Javascript, TypeScript)
- Front-End Development Tools (ReactJs, Vite, NextJS, Chakra UI, Tailwind CSS)
- Back-End Development Tools (NodeJS)
- Control Version (Git & GitHub)

## CERTIFICATION AND TRAINING

**2022**

**INTRO TO DATA ANALYTICS MINI COURSE, REVOU**

2021

**BOOTCAMP WEBGIS DEVELOPMENT BASIC 1.0**, GEOCOURSE.ID

2020

**GIS TRAINING COURSE**, STUDENT ASSOCIATION OF SOIL SCIENCE IPB

2020

**CEFR C1 ADVANCED**, BRITISH COUNCIL

Able to use English flexibly and effectively for social, academic, and professional purposes.

2017

**JLPT N5**, JAPAN FOUNDATION AND JAPAN EDUCATIONAL EXCHANGES AND SERVICES

Conversational proficiency in Japanese.