

# PORTFOLIO

Zulfa Fitria Lisani, S.P.

📞 +62 857 0025 8925 | [zulfafitrialisani@gmail.com](mailto:zulfafitrialisani@gmail.com) |  
🔗 <https://www.linkedin.com/in/zulfa-fitria-lisani-a4687b223/>



# WELCOME

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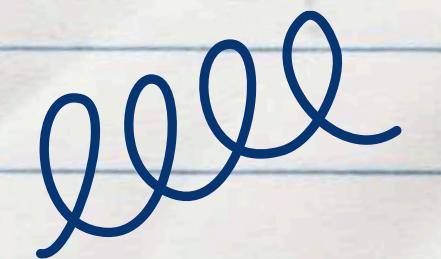
- \* About me
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# ABOUT ME

Hi! I'm Zulfa Fitria Lisani, a Plant Protection graduate from Gadjah Mada University (GPA 3.60). I have practical experience in plant quarantine and biodiversity research, as well as assisting fieldwork and data analysis during my practicum. I've also been active in student organizations—handling entrepreneurship, logistics, and secretarial tasks. Skilled in Microsoft Office and administrative work, I'm excited to begin my career in the agricultural sector and open to diverse opportunities where I can grow, contribute, and keep learning.





# EDUCATION

\* Universitas Gadjah Mada

2021 - 2025

\* SMAN 1 Cawas

2018 - 2021





# WORK EXPERIENCE

Practicum Assistant-  
Habitat Management,

Agu - Dec 2024

I assisted in habitat management fieldwork and data collection, supported data analysis and report preparation, and helped coordinate communication between students and lecturers.



# WORK EXPERIENCE

Plant Quarantine Intern-  
BBKHIT DKI Jakarta

Feb- June 2024

I assisted in the inspection and documentation of plant commodities for import and export, supported field and laboratory activities in monitoring quarantine pests, and helped process both administrative and technical quarantine reports.

# ORGANIZATIONAL EXPERIENCE

## UGM & Blassout/ORMADA UGM Klaten (2022-2023)

- Managed sponsorships and event partnerships
- Coordinated event logistics and vendor relations
- Supported business & entrepreneurship activities
- Organized mock exams and student communications



# PROJECT

## Biodiversity Monitoring Project

Assisted in installing insect traps and collecting field data in corn plots using microscopes and Excel for biodiversity analysis.



|  |                |    |
|--|----------------|----|
|  | Calopterygidae | 1  |
|  | Blattidae      | 1  |
|  | Scarabaeidae   | 30 |
|  | Acrididae      | 1  |
|  | Coryliidae     | 5  |
|  | Arenidae       | 3  |





# SKILLS

## Technical & Research Skills

Pest diagnosis, agro-research, and sustainable farming support.

## Software & Digital Tools

Proficient in Excel (PivotTable, formulas, VBA), Word & PowerPoint for reporting, and Canva for visual content creation.

## Administrative & Coordination

Administrative coordination, stakeholder communication, and efficient documentation.

## Soft Skills

Leadership, teamwork, public speaking, coordination, problem-solving, and TOEFL 537 English proficiency.







# SKILL SUMMARY - MICROSOFT OFFICE

LEVEL: INTERMEDIATE

| Microsoft Excel                                 | Microsoft PowerPoint                             | Microsoft Word                              |
|---|--|---|
| <b>Visualisasi data (grafik &amp; chart)</b>    | <b>Desain slide profesional &amp; interaktif</b> | <b>Penyusunan paragraf, format teks</b>     |
| <b>Operasi matematika &amp; statistik dasar</b> | <b>WordArt, font, bullet &amp; numbering</b>     | <b>Header-footer, simbol &amp; bullet</b>   |
| <b>Fungsi logika (IF, AND, OR), fungsi teks</b> | <b>Tabel &amp; chart presentasi</b>              | <b>Sertifikat &amp; dokumen resmi</b>       |
| <b>VLOOKUP, HLOOKUP, INDEX-MATCH</b>            | <b>Transisi &amp; animasi lanjutan</b>           | <b>Kunci dokumen &amp; fitur editing</b>    |
| <b>Pivot Table, database Excel</b>              | <b>Custom slide show, tombol interaktif</b>      | <b>Tabel, find &amp; replace, referensi</b> |
| <b>Concatenate &amp; laporan dinamis</b>        | <b>Insert video/audio, kuis, presenter view</b>  |   |

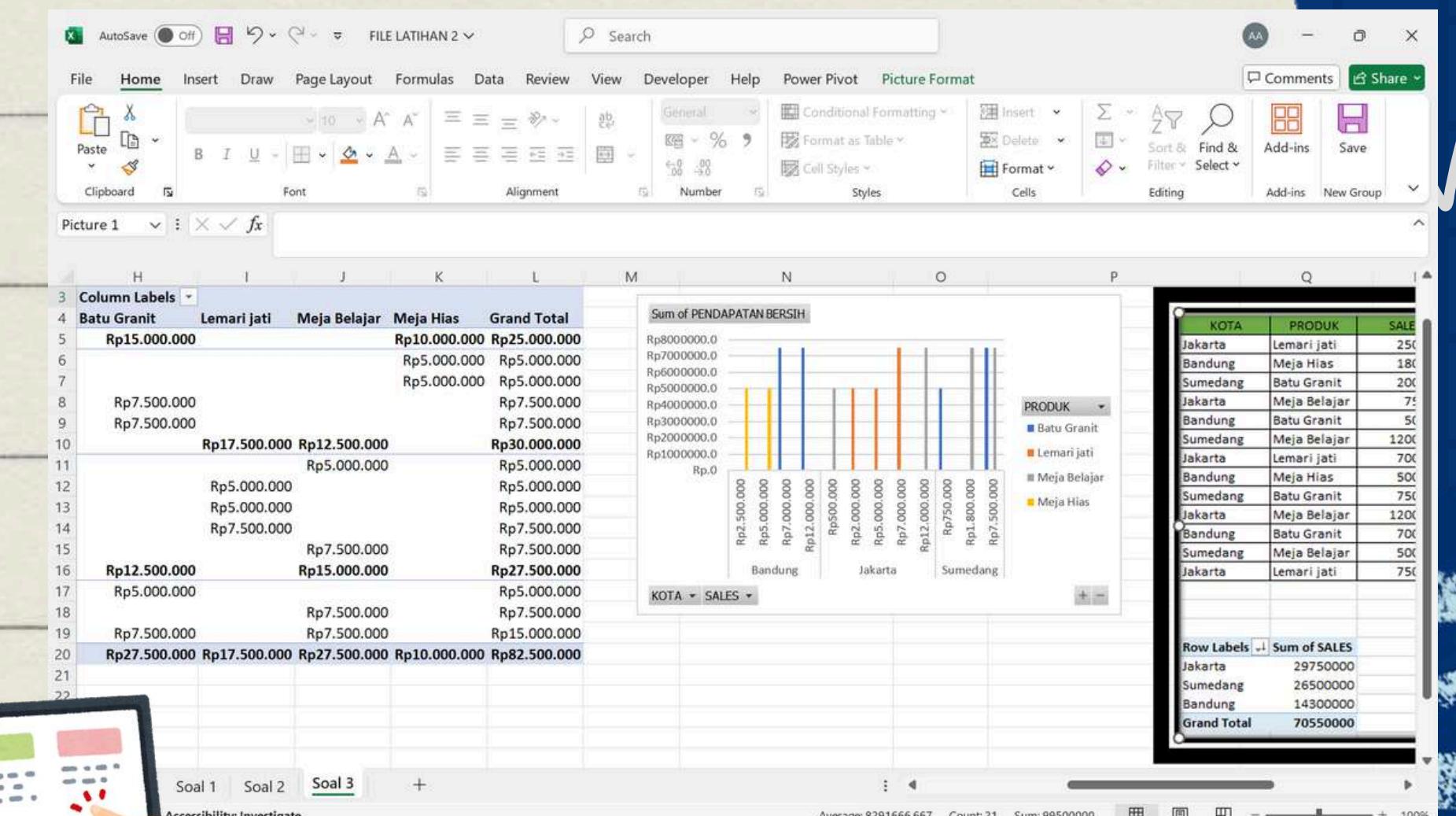
FILE LATIHAN 3



L27

| Transaksi |        |            |            | SUMIF            |              | COUNTIF          |            | AVERAGEIF        |        |                      |
|-----------|--------|------------|------------|------------------|--------------|------------------|------------|------------------|--------|----------------------|
| ID        | Barang | Harga @    | Oty        | Total Pendapatan | Barang       | Total Pendapatan | Barang     | Jumlah Transaksi | Barang | Rata2 Barang Terjual |
| 4         | 2      | Wedges     | Rp 85.000  | 5                | Rp 425.000   | High heels       | 15.240.000 | High heel's      | 16     |                      |
| 5         | 3      | Sneakers   | Rp 120.000 | 6                | Rp 720.000   | Loafers          | 11.154.000 | Loafers          | 22     |                      |
| 6         | 4      | Loafers    | Rp 78.000  | 1                | Rp 78.000    | Sneakers         | 21.360.000 | Sneakers         | 20     |                      |
| 7         | 5      | Flat shoes | Rp 50.000  | 3                | Rp 150.000   | Wedges           | 17.765.000 | Wedges           | 25     |                      |
| 8         | 6      | High heels | Rp 120.000 | 5                | Rp 600.000   |                  |            |                  |        |                      |
| 9         | 7      | Wedges     | Rp 85.000  | 8                | Rp 680.000   |                  |            |                  |        |                      |
| 10        | 8      | Sneakers   | Rp 120.000 | 9                | Rp 1.080.000 |                  |            |                  |        |                      |
| 11        | 9      | Loafers    | Rp 78.000  | 13               | Rp 1.014.000 |                  |            |                  |        |                      |
| 12        | 10     | Flat shoes | Rp 50.000  | 2                | Rp 100.000   |                  |            |                  |        |                      |
| 13        | 11     | Sneakers   | Rp 120.000 | 6                | Rp 720.000   |                  |            |                  |        |                      |
| 14        | 12     | Loafers    | Rp 78.000  | 8                | Rp 624.000   |                  |            |                  |        |                      |
| 15        | 13     | Flat shoes | Rp 50.000  | 5                | Rp 250.000   |                  |            |                  |        |                      |
| 16        | 14     | High heels | Rp 120.000 | 5                | Rp 600.000   |                  |            |                  |        |                      |
| 17        | 15     | Wedges     | Rp 85.000  | 10               | Rp 850.000   |                  |            |                  |        |                      |
| 18        | 16     | Wedges     | Rp 85.000  | 12               | Rp 1.020.000 |                  |            |                  |        |                      |
| 19        | 17     | Sneakers   | Rp 120.000 | 23               | Rp 2.760.000 |                  |            |                  |        |                      |
| 20        | 18     | Wedges     | Rp 85.000  | 20               | Rp 1.700.000 |                  |            |                  |        |                      |
| 21        | 19     | Sneakers   | Rp 120.000 | 9                | Rp 1.080.000 |                  |            |                  |        |                      |
| 22        | 20     | Loafers    | Rp 78.000  | 3                | Rp 234.000   |                  |            |                  |        |                      |
| 23        | 21     | High Heels | Rp 120.000 | 6                | Rp 720.000   |                  |            |                  |        |                      |
| 24        | 22     | Wedges     | Rp 85.000  | 7                | Rp 595.000   |                  |            |                  |        |                      |
| 25        | 23     | Sneakers   | Rp 120.000 | 12               | Rp 1.440.000 |                  |            |                  |        |                      |
| 26        | 24     | Loafers    | Rp 78.000  | 11               | Rp 858.000   |                  |            |                  |        |                      |
| 27        | 25     | Flat shoes | Rp 50.000  | 24               | Rp 1.200.000 |                  |            |                  |        |                      |
| 28        | 26     | High heels | Rp 120.000 | 5                | Rp 600.000   |                  |            |                  |        |                      |
| 29        | 27     | Wedges     | Rp 85.000  | 7                | Rp 595.000   |                  |            |                  |        |                      |
| 30        | 28     | Sneakers   | Rp 120.000 | 9                | Rp 1.080.000 |                  |            |                  |        |                      |
| 31        | 29     | Loafers    | Rp 78.000  | 3                | Rp 234.000   |                  |            |                  |        |                      |
| 32        | 30     | Flat shoes | Rp 50.000  | 6                | Rp 300.000   |                  |            |                  |        |                      |
| 33        | 31     | Sneakers   | Rp 120.000 | 9                | Rp 1.080.000 |                  |            |                  |        |                      |
| 34        | 32     | Loafers    | Rp 78.000  | 12               | Rp 936.000   |                  |            |                  |        |                      |
| 35        | 33     | Flat shoes | Rp 50.000  | 2                | Rp 100.000   |                  |            |                  |        |                      |
| 36        | 34     | High heels | Rp 120.000 | 12               | Rp 1.440.000 |                  |            |                  |        |                      |
| 37        | 35     | Wedges     | Rp 85.000  | 13               | Rp 1.105.000 |                  |            |                  |        |                      |
| 38        | 36     | Wedges     | Rp 85.000  | 14               | Rp 1.190.000 |                  |            |                  |        |                      |
| 39        | 37     | Sneakers   | Rp 120.000 | 12               | Rp 1.440.000 |                  |            |                  |        |                      |
| 40        | 38     | Wedges     | Rp 85.000  | 3                | Rp 255.000   |                  |            |                  |        |                      |

Tugas 3 soal 1 Tugas 3 soal 2 Tugas 3 soal 3 Tugas 3 soal 4 Tugas 3 soal 5



# THANK YOU