

Syva Fitriana

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SUMMARY

My name is Syva Fitriana, graduates of Land Resource Management (S-1) Institut Pertanian Bogor (IPB) who upholds professionalism and integrity in various campus activities with experience in data science and social communication. Having good interpersonal skills, eager to learn, and motivation to grow. I have interest in a career as Management Trainee, Agriculture Staff, Administration, Project Management, General Affair, Secretary, Finance, Marketing, and Human Resources. I'm currently looking for a job opportunity that can develop myself further with the best company.

WORK EXPERIENCES

FP One Prudential

Marketing (June 2022 – August 2022)

- Training, manage the marketing team, compiling sales strategies, finding target customers, and recapitulating sales results
- Achievements : Product knowledge, communication, team building, getting customers, listening to customer complaints, and helping customers with insurance

Research Team IPB

Secretary and Treasurer (January 2021 – December 2021)

- Coordinate with internal and external parties, making schedules for research and meetings, recording the results of meetings and evaluations
- Organize and manage finances, be responsible and know all income / expenditure of money, and make financial reports
- Achievements : Research goes according to the proposal

INTERNSHIP EXPERIENCES

Direktorat Pemanfaatan Jasa Lingkungan Hutan Konservasi, Kementerian Lingkungan Hidup dan Kehutanan(KLHK)

Administration General Staff (October 2020 – November 2020)

- Carry out the work of incoming and outgoing letters from various relevant agencies, summarize chronologically from incoming and outgoing letters, and make letters for meetings. Carry out data licensing from Taman Nasional, Taman Wisata Alam, Suaka Margasatwa, and Taman Hutan Raya. Performing tasks in ArcGis application such as transferring attribute table data to excel
- Achievements : Facilitating the work of civil servants in managing the utilization of conservation forest environmental services

EDUCATION

Institut Pertanian Bogor (IPB)

S1 – Land Resource Management, Agriculture (September 2017 – January 2022)

Research topic on oil palm who collaboration with PT Kimia Tirta Utama and funded by Badan Pengelola Dana Perkebunan Kelapa Sawit (BPDPKS) with IP 4.00

ORGANIZATION EXPERIENCES

Himpunan Mahasiswa Ilmu Tanah (HMIT)

Communication and Information Division (November 2018 – September 2020)

- Looking for information about scholarships, outstanding students, and inspiration. Create wall magazine content and create video content on social media for branding. Collaborating with other divisions or other organizations
- Achievements : To be the best and inspirational division of the IPB Association

Vector Media

Head Of Division (November 2018 – September 2020)

- Coordinate and supervise member performance. Creating department magazine content (Humus Magazine) which contains inspiring lecturers, outstanding students, and raises hot issues in the field of education
- Achievements : Building relationships between friends, lecturers, and alumni with the Humus Magazine

VOLUNTEER WORK EXPERIENCES

Saung Tani IPB

HRD Division (November 2019 – May 2020)

- Coordinate between divisions and link members with their duties
- Assess performance and evaluate the work of all divisions

PT. Masuk Kampus

Consumption Division (December 2017 – March 2018)

- Coordinate with the treasurer regarding the list of needs and consumption budget
- Manage consumption cost, arrange food menu, provide food for the committee, participants, and performers

Manuskrip

Writer Staff (December 2017 – December 2018)

- Express ideas in writing, analyze book or magazine content, and create reading content
- Teaches preschoolers to reading, writing, and counting

Leadership and Entrepreneurship School IPB (LESIPB)

Member Staff (November 2017 – November 2018)

- Forming independent and professional people
- Looking for inspirational figures, business visits, and workshops

Passion Program Pendidikan Kompetensi Umum IPB (PPKU IPB)

Arts and Sports Staff (October 2017 – October 2018)

- Organize competitions and prepare for the needs of athletes and artists
- Accommodate friends who have an interest in arts and sports

SCHOLARSHIP AWARDS

- IKA FAPERTA Scholarship Awardee 2019
- KEMENDIKBUD Scholarship Awardee 2020

SKILLS AND COMPETENCIES

- Microsoft Office
- SPSS
- ArcGis
- Good Communication
- Detail Oriented
- Problem Solving

LANGUAGES

- Indonesian
- English