



# RAISA ADILA

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My name is Raisa Adila, I'm a fresh graduate with a Bachelor of Management degree. I have experience in organizations, so I have the ability to work in a team or individually. I'm used to managing projects with strong leadership skills, hardworking and have great enthusiasm in achieving goals. I'm committed to developing a career in marketing and social media activities by giving maximum contribution to the company.

## Education Level

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**Sekolah Tinggi Ilmu Manajemen dan Ilmu Komputer ESQ - Indonesia, Jakarta**

Sep 2019 - Jul 2023

*Fresh Graduate with Bachelor of Management, 3.30/4.00*

## Work Experiences

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**ESQ Group - Jakarta**

Jun 2022 - Jul 2022

*Intern Assistant Vice President ESQ Group*

- Assist in managing calendars, scheduling appointments, and coordinating meetings.
- Prepare and distribute memos and reports.
- Contribute to the improvement of administrative processes and workflows.
- Perform other tasks and duties as assigned by VP.

**ESQ Business School - Jakarta**

*Project Manager Leaders Create Leaders.*

Jun 2022 - Sept 2022

- 6 Selected Participants from 20 Applicants.
- 3 Board of Directors ESQ Group contribute to this program to be a mentor.

**Pemimpin.id - Jakarta**

Nov 2022 – Sept 2023

*Project Officer Volunteer LeadID*

- Total Participant 616
- Managing 6 live session booth camp from Stadium Generale – Graduation.

*Project Officer ASEAN Data Science Enablement Session 2023*

- Achieved 11,000 Participants.
- 4,000 Selected Participants.
- Managing 54 live sessions.

*Scrum Master*

- Facilitate the team's Scrum events, including sprint planning, daily stand-ups, sprint reviews, and retrospectives. Ensure these events are effective, efficient, and aligned with Scrum principles.

## Organisational Experience

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**Transtuduction to Japan - Japan**

Feb 2017

*Student Exchange*

- We learn and experienced Japanese culture through visits to Senior High School and University.
- Performed Saman Dance at Japan International Senior High School.

**Badan Eksekutif Mahasiswa ESQ Business School Kabinet Abhipraya - ESQ Business School**

Feb 2019 - Jan 2020

*Secretary for Department Business*

- Ensured meetings are effectively organized.
- Maintaining effective records and administration, such as outbound proposals.
- Create yearly workplan for managed jobs for the department member.

**Pasar Lokal 2020 - Jakarta, Indonesia**

Jan 2020

*Event Division*

- Pasar Lokal is a platform for local entrepreneurs to scale up their skills, so they can compete with overseas brands or products.
- Reached 40+ Participants for the Event.
- Achieved 20+ Local Businesses.

**Basic Organization and Leadership Training - ESQ Business School**

Aug 2020

*Event Division and Master of Ceremony*

- Creating a roadmap for college students' orientation starts from campus introduction, webinar session, and final social project.

- 120+ participants for the orientation.

### **BEMCAST- ESQ Business School**

Sep 2020 - Oct 2020

*Podcaster*

- We share tips and tricks for new business.
- Reached 50+ listeners.

### **Dies Natalis ESQ Business School 8 X Pasar Lokal - ESQ Business School**

Dec 2020

*Event Division*

- Create creative concepts for the whole series of the events. Such as academic competition, Pre-Event and Main Event.
- Reached 300+ participants for the Main Event.

### **Badan Eksekutif Mahasiswa ESQ Business School Kabinet Akusara - ESQ Business School**

Feb 2020 - Dec 2021

*Head of Department Business*

- Lead a team consist of 3 members in the department.
- Create creative concepts for Pasar Lokal, Incubator Business and YouTube and Instagram Content. Start from Brainstorming, making workplan, open recruitment, and Execution.
- Create 8 content podcast on BEMESQBS YouTube Channel and reached 800+ Views, 200+ Likes.
- Create guidelines for incubator business.
- Lead Regular Meetings.

### **Podcast Observe The World - YouTube**

Mar 2021 - Dec 2021

*Podcaster*

- Create creative content about business and investment
- Reached 900+ Views on BEMESQBS YouTube Channel
- Reached 300+ Likes on BEMESQBS YouTube Channel

### **Incubator Business DB#3**

Apr 2021 - Dec 2021

*Business Participant*

- Learn about fundamentals business, production, operational, branding, sales and marketing.
- One on one coaching and mentoring with mentor from Asesco 3.0 Coaching.

### **Pasar Lokal 2021 - Jakarta, Indonesia**

Oct 2021

*Secretary*

- Pasar Lokal is a platform for local entrepreneur to scale up their skills, so they can compete with overseas brand or product.
- Ensured meetings are effectively organized.
- Maintaining effective records and administration
- Reached 150+ participants for the main event.
- Achieved 30+ participants for workshop

### **Dies Natalis ESQ Business School 9 - ESQ Business School**

Dec 2021

*Event Division*

- Create detailed concepts of the event starting from open recruitment, campaign week, shooting, competition and webinar.
- Reached 300+ participants for the webinar
- 13th Minister of Tourism and Creative Economy attended this event.
- 9th Minister of State Owned Enterprises Incumbent attended at this even

## **Skills & Interest**

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- **Soft Skills** : Leadership, Communication, Team Work, Problem Solving, Critical Thinking, and Creative.
- **Hard Skills** : Microsoft Office, Google Sheet, Google Docs, Google Slide, Trello, and Canva.
- **Interest** : Marketing, Social Media, Project Management, and Public Speaking.