



SIPA ARYANTI

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Jakarta, Indonesia

A problem solver who is passionate in business, human resource, and public relation. Experienced in collaborating with various stakeholders in order to maintain the good image of the organization. Driven by her passion, she is aiming to create an impact in strategy and communication role.

Work Experiences

Dinas Tenaga Kerja dan Transmigrasi Provinsi Jawa Barat - Bandung, Indonesia

Jul 2022 - Nov 2022

Public Relation Intern

A West Java Provincial Government that aims to improve the quality and productivity of the workforce, improve placement facilitation and expand employment opportunities, increasing the development of industrial relations and labor inspection, also increasing the facilitation of transmigration and the independence of transmigrants.

- Successfully defeated 1,648 registrants with 2 stages of selection (administration and interview).
- Maintained 3 social media content per day as directed by the Governor and organized content plan to post in the future.
- Created monthly recaps regarding social media content to find out the type of content that the public likes the most and know the development of the insights.
- Formed a strategy in the form of Podcast which aims to convey information about employment and transmigration to the public to make it easier to understand.

International Model United Nations - New Delhi, India

Jul 2020 - Aug 2020

Campus Ambassador Intern

A prestigious organization previously sponsored by United Nations Development Programme (UNDP), Australian Embassy, and many more. International Model United Nations hosts online and offline conferences where participants can learn about diplomacy and international relations.

- Promoted the International Model United Nations to other youth, especially those in the university environment.
- Became a university representative in participating in International Model United Nations activities.
- Helped other youth to learn new skills through Model United Nations Trainings.
- Trained other youth to get an internship opportunity at International Model United Nations.

Satu Bicara Indonesia - Jakarta, Indonesia

Jun 2020 - Sep 2020

Team Manager Intern

A start-up technology based on e-learning that focusing to give information towards Indonesian youth about seminar, discussion, and event.

- Led the Training Division which aims to increase youth self-capacity, especially for educational and career purposes.
- Recruited prospective members who have chosen the Training Division, starting from the administrative stage to the interview stage.
- Became a communication link between the organization and stakeholders in order to build good cooperation.
- Ensured the training program runs well and get good feedback from participants.

Education Level

Sekolah Tinggi Ilmu Ekonomi Bisnis Indonesia - Jakarta, Indonesia

Sep 2019 - Aug 2023 (Expected)

Undergraduate in Management, 3.34/4.00

- Awardee of Jabar Innovation Fellowship 2022
- Regional Coordinator of Festival Pemuda 2022
- Youth Influencer of CIMB Niaga 2022
- Under Secretary General of Delegate Relation in International Youth Legacy Model United Nations 2021
- Liaison Officer of World Indonesia Scholarship Festival 2021
- Hope 2nd Winner of FIFGROUP Writing Competition for University 2020
- 3rd Winner of Indonesia Youth Union Writing Competition 2020
- Awardee of Digital Talent Scholarship 2020
- Delegate of Asia Pacific Week 2020
- Delegate of Bali Democracy Students Conference 2020

SMA Negeri 1 Dayeuhkolot - Bandung, Indonesia

Jul 2015 - Aug 2018

High School Diploma in Natural Science

- Head of Section III of Students Council 2017
- School Representative for the National Science Olympiad in Geography 2017

Organisational Experience

Career Hub Indonesia - Jakarta, Indonesia

Feb 2022 - Present

Mentee Acquisition and Engagement

Career Hub Indonesia is a non-profit organization platform which aims to provide career development program and to share information related to self-development in order to achieve career opportunities equally.

- Responsible for the entire process of mentee selection, including preparing the logistics needed.
- Work closely with other teams and mentors so that the mentorship could run well.

Kejar Mimpi - Jakarta, Indonesia

Mar 2020 - Mar 2021

Human Resource and Development Staff

Kejar Mimpi is a social movement initiated by CIMB Niaga, which aims to shape the positive character of Indonesia's young generation.

- Made sure the volunteers got their rights and carried out their obligations properly.
- Ensured the organization has good relations internally and externally in order to achieve common goals.

Indonesia Volunteering Hub - Jakarta, Indonesia

Apr 2020 - Apr 2021

Entrepreneurship Staff

Indonesia Volunteering Hub is a place for collaboration between volunteers and social communities who have a spirit of volunteerism and mutual cooperation for Indonesia.

- Worked closely with the Finance Division to create a sales program aimed at expanding organizational cash and donation.
- Established cooperation with stakeholders as a strategy to increase sales profits.

Skills, Achievements & Other Experience

- **Hard Skills:** Microsoft Office Suite, Google Workspace, Social Media Marketing, Project Management, Content Writing, Copywriting, Recruiting, and English.
- **Soft Skills:** Leadership, Problem Solving, Communication, Team Management, Growth Mindset, Brainstorming, and Adaptive.
- **Trainings Attended (2022):** Girls Leadership Academy which is a social incubation developed by Plan Indonesia to develop girls' leadership agency to prepare women leaders who have a perspective of gender equality and social inclusion.
- **Trainings Attended (2021):** Collegacy Students Mentorship which is a learning program to improve leadership skill with professional mentors with a minimum 3 years work experience.
- **Trainings Attended (2021):** Cyclone Mentorship Project which is a learning program with XL Future Leaders Alumni that discusses about strategies to become a professional college student.