



RARA MULIA SARI

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Jl. Panjang Kampung Baru No.36 RT 08/RW 04 Kelurahan Sukabumi Selatan, Kecamatan Kebon Jeruk, Jakarta Barat

Biology graduate with hands-on experience in microbiological testing, laboratory analysis, and basic cosmetic formulation research. Familiar with product stability testing, quality control procedures, and scientific data analysis. Highly motivated to pursue a career in cosmetic R&D.

Work Experiences

PT MKF - East Jakarta

Aug 2025 - Feb 2026

Personal Assistant

- Manage schedules, meetings, and daily appointments using digital tools, ensuring efficient time management and no scheduling conflicts.
- Handled communications and administrative tasks, including data management and reporting, with high accuracy and attention to detail.

Kaos Made - West Jakarta

Sep 2024 - Mar 2025

Admin E-Commerce

- Processed 99+ daily Shopee orders with high accuracy, coordinating with QC to ensure timely and error-free fulfillment.
- Provided customer support, resolved complaints efficiently, and generated daily operational reports to support performance evaluation.

Laboratorium Kesehatan Daerah Jakarta - Central Jakarta

Jun 2023 - Aug 2023

Biologist Intern

- Conducted microbiological testing on water, food, and environmental samples in accordance with established health standards.
- Assisted in recording, organizing, and archiving laboratory data for 100+ daily samples.
- Performed aseptic sampling, media preparation, and incubation processes in accordance with laboratory protocols.
- Interpreted test results based on microbiological standards to ensure product safety and compliance.
- Recorded and documented laboratory data accurately to support quality control and regulatory reporting

Biology Department - Lampung Selatan

Aug 2023 - Dec 2023

Laboratory Microbiology Assistant

- Guided and taught 7 modules related to bacterial testing
- Guided the practicum of 50+ biology students
- Supported the evaluation of student performance and provided feedback on practical assignments.

Biology Department - Lampung selatan

Jan 2023 - Mar 2023

Research Assistant

- Assisted experiments and analyzed data for research projects.
- Contributed to the interpretation of results and preparation of research documentation and reports.

Education Level

Institut Teknologi Sumatera - Bandar Lampung

Sep 2020 - Aug 2024

Bachelor of Degree in Biology, 3.38/4.00

- Actively participates in campus events, such as a volunteering, organization, and skill training workshop.
- TOEFL score : 517

Organisational Experience

Ikatan Keluarga Minangkabau - Bandar Lampung

Jul 2021 - Oct 2021

Event Division Member

- Prepared event agendas, arranged speakers, and ensured smooth execution of programs.
- Acted as timekeeper and prepared post-event reports to evaluate event outcomes.

Himpunan Mahasiswa Biologi - Bandar Lampung

Mar 2022 - Feb 2023

External Relations Staff

- Established and maintained relationships with student associations across different study programs within the campus.
- Built networks with biology student associations from universities across Indonesia to strengthen collaboration and knowledge exchange.
- Contributed to community service projects by coordinating volunteers and activities.

Bounty 2.0 - Bandar Lampung

May 2022 - Jul 2022

Head organizer

- Directed and supervised multiple divisions to ensure event readiness and smooth execution.
- Led weekly coordination meetings, monitored progress, and accommodated needs of each division.
- Demonstrated leadership and organizational skills in managing large-scale student events.

Riuh Wisuda - Bandar Lampung

Sep 2022 - Nov 2022

Treasurer

- Prepared budget plans, managed event finances, and ensured accurate bookkeeping.
- Compiled financial reports and organized supporting transaction documents.
- Ensured financial transparency and accountability throughout the event.

Skills

- **Technical Skill** Microbiological Testing (Water, Food & Environmental Samples) Escherichia coli Detection & Contamination Analysis (e.g., MPN / membrane filtration methods) Aseptic Technique & Sterile Laboratory Handling Culture Media Preparation & Microbi al Incubation Laboratory Sample Preparation & Handling Microbial Enumeration & Result Interpretation Product Safety & Quality Evaluation (Microbiology Perspective) Basic Knowledge of Cosmetic Microbiology & Contamination Control Data Recording, Laboratory Documentation & Reporting Laboratory Equipment Handling (incubator, autoclave, etc.)
- **Software** Rstudio, Mega, Microsoft Office, Google Suite, Canva, Adobe Lightroom, dan Capcut.

Achivements & Projects

- **Journal** (2024): Application of fish cultivation in buckets "budikdamber" with aquaponics to fulfill family nutrition in Gedung Harapan Village, South Lampung
- **Research** (2024): Influence Of Sleep Quality On Premenstrual Syndrome (PMS) Of Female In Three Districts In Agam Regency West Sumatera
- **Project** (2021): IKM Baliak Ka Nagari
- **Project** (2021): Guest Speaker on the "IKM" Podcast
- **Project** (2022): Ramah Tamah Himpunan Biologi ITERA X UNILA