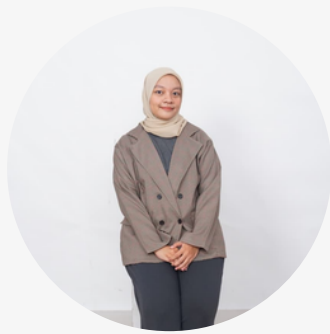




Mutiara Ramadhani

CONTACT:

✉ mutiararamadhani218@gmail.com

 [linkedin.com/in/mutiaramadhani218](https://www.linkedin.com/in/mutiaramadhani218)

☎ +6281210650720

SKILLS:

- Team collaboration
- Event Management
- Problem Solving
- Public Speaking
- Digital Marketing Basics
- Social Media Strategy
- Microsoft Office (Excel, Word, PowerPoint)
- Canva
- Capcut

EDUCATION:

POLITEKNIK NEGERI JAKARTA
2023 - 2027

Bachelor in Applied Business Administration

SMA MUHAMMADIYAH 2 DEPOK
2020 - 2023

Social Science

LANGUAGE:

- English (Intermediate)
- Bahasa Indonesia (Fluent)

PROFILE:

A 6th-semester Business Administration student at Politeknik Negeri Jakarta with a strong interest in digital marketing and data support. Detail-oriented, adaptable, and proactive, with the ability to work effectively both independently and in team environments.

EXPERIENCE:

BIMBINGAN ALUMNI (JANUARY - FEBRUARY 2026)

Academic & Data Support Intern

- Uploaded and organized tryout questions (SMA & UTBK) on the platform.
- Ensured accuracy and proper formatting of content.

GEMA INSANI (JULY - NOVEMBER 2025)

Marketing Intern

- Managed social media and digital content production, including videos and live streaming.
- Supported marketing administration, reporting, and data documentation.
- Assisted influencer (KOL) coordination and content monitoring.

PUSAT PELATIHAN SUMBER DAYA MANUSIA EKSPOR DAN JASA PERDAGANGAN (2024)

Digital Marketing Training

- Able to create interactive digital learning content.
- Learned about e-commerce platforms.

ANJANGSANA SOSIAL (2023-2024)

- Participated in community outreach visits
- Assisted in teaching and guiding children in basic learning activities
- Engaged children through interactive and educational sessions
- Supported the implementation of social and educational programs