

ELVARETTA AURA QUR'ANI

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SUMMARY

A Cum Laude fresh graduate with a Bachelor's degree in Biochemistry from IPB University, seeking a career in Quality Control (QC). Completed a three-month internship at BPOM Jakarta, performing microbiological testing, including Total Plate Count (TPC), Yeast and Mold Count (YMC), and microbial contamination analysis in accordance with laboratory SOPs. Supported laboratory activities as a General Biochemistry Laboratory Teaching Assistant for two semesters and gained one year of laboratory research experience in bacterial cultivation, spectrophotometry, and SDS-PAGE. Detail-oriented with strong analytical, problem-solving, documentation, and teamwork skills

EDUCATION

IPB University - Dramaga, Bogor	2021- 2026
Biochemistry - 3.62/4.00	

WORK EXPERIENCE

BPOM Jakarta	June 2023 - Sep 2023
<i>Quality Control at microbiology division</i>	

- Conducted end-to-end microbial testing (sample receipt, preparation, dilution, plating incubation, and result interpretation) on 5 sample per-month ensuring 100% adherence to laboratory SOPs
- Applied aseptic techniques and laboratory safety procedures during daily testing activities to minimize contamination risk and support reliable results.
- Recorded and organized microbiological results (e.g., colony counts/observations) into review-ready reports, supporting supervisor verification and traceable lab records.

General Biochemistry IPB University	June 2024 - May 2025
<i>Laboratory assistant (2-terms)</i>	

- Assisted in enzyme activity, protein analysis, and basic biochemical assays across 14 laboratory sessions per-terms, supporting undergraduate practical classes (28 students)
- Ensured proper handling, storage, and disposal of chemicals in compliance with laboratory safety standards, contributing to [zero safety incidents / improved lab readiness]
- Supported students during experiments to maintain consistent experimental outcomes and smooth lab operations

ORGANIZATION EXPERIENCE

Badan Eksekutif Mahasiswa FMIPA	Feb 2023 - Jan 2024
<i>Staff Internal</i>	

- Coordinated internal events and meeting involving 90+ participants, supporting collaboration with student organization from 2 universities
- Maintained internal communication and engagement across 90+ members, contributing to [event success rate / attendance improvement].

MPKMB 59	July 2023 - Aug 2023
<i>Group Leader</i>	

- Supervised and coordinated 300+ new students under structured schedules and institutional rules, ensuring 100% adherence to program procedures
- Acted as a primary point of coordination between participants and committee, supporting smooth execution of daily activities without incidents
- Maintained accurate attendance, reporting, and issue escalation, demonstrating discipline and accountability in a regulated environment

Staff Internal

- Responsible for creating plans and coordinating internal events, gatherings, and meetings.
Supporting, motivating, and maintaining communication and camaraderie among members.

Sport Competition and Art Festival on MIPA Faculty

March 2022 - Sep 2022

Staff Internal and Medical Assistant

- I am responsible for providing treatment and care to patients using my clinical knowledge and skills.
- In addition to my duties as a medical staff member, I am also responsible for planning and coordinating internal activities and meetings, as well as motivating and supporting my team members and ensuring camaraderie among the team.

SKILLS

Hard Skill

Laboratory Analysis, Microbial Testing (Culturing, Isolation, Basic Identification, ALT, AKK), Aseptic Technique, Laboratory SOP Compliance, Sample Preparation and Handling, Basic Biochemical Assays, Spectrophotometry Analysis (using spectrophotometer), Protein Analysis (SDS-PAGE), Data Documentation & Laboratory Reporting (SOP-based).

Soft Skill

Teamwork, Problem solving, Time Management, Attention to Detail, Flexibility, Communication, Creativity, Project Management, Leadership, Critical Thinking, Event Organizer.

Tools

Microsoft Office (Word, Excel, PowerPoint), Google Workspace, Canva