

SALWAA NAFISA

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A Biology graduate from Padjadjaran University with experience in organizational activities, project management, and team coordination. Hardworking, adaptable, and eager to learn, with strong communication, teamwork, and problem-solving skills. Highly responsible and able to work effectively both independently and as part of a team.

Jenjang Pendidikan

Universitas Padjadjaran - Jatinangor

Aug 2022

Bachelor of Biology, Faculty of Mathematics and Natural Science, 3.56/4.00

Experiences

Dies Natalis Himbio 62 - Jatinangor

Nov 2022

Staff of Event Division

Dies Natalis is an annual event to celebrate Himbio's birthdays, this event is held to establish friendship between generations and lecturers

- Create detailed and specific event concepts and arrangements (rundown) such as time, performers, equipment, and venues.
- Ensure the speakers arrive on time.
- Decorating the event

REKAT 2022 - MABA CUP by BEM FMIPA UNPAD - Jatinangor

Oct 2022 - Nov 2022

Head of Logistic Division

Rekat 2022 also known as maba cup is an event created by the new generation containing sports and arts competitions. This event is a gathering place for new students within the faculty

- Recorded equipment requirements for 9 divisions
- Responsible for all necessary equipment for the event
- Responsible for finding a suitable place for the match

Managerial Training "MainTain" by BEM FMIPA UNPAD - Jatinangor

Jun 2023

Project Supervisor

MainTain is one of regeneration department work program which provide all students in FMIPA specifically about human resource and goals setting.

- Make a global concept for the event
- Create detailed and spesific event concepts and arrangements (rundown) such as time, speakers, equipment, and venues.
- Look for suitable speakers.
- Responsible for running the event
- Attended by 45 students in FMIPA

Mipa Bersatu 2023 by BEM FMIPA UNPAD - Jatinangor

Aug 2023 - Nov 2023

Vice Project Officer

MIPA Bersatu is an event for introducing new students to the FMIPA environment which aims to increase the sense of belonging to FMIPA. This event was held for 3 days after the university orientation.

- Make a booklet containing an explanation of 9 divisions.
- Create a global timeline of event.
- Recruit Person in Charge and staffs according to divisional needs and allocating them to each interest as per required qualifications.
- Conduct regular meetings in order to maintain accuracy and time achievement of each division while insuring team's communication by reporting Plan, Progress, and Problem (3P).
- Become the daily coordinator on the first day which contains an introduction to the FMIPA environment
- Coordinate directly with the dean regarding the continuation of the event.
- Steering committee for new students event for closing ceremony MIPA Bersatu.
- Create detailed and specific event concepts and arrangements (rundown) such as time, performers, equipment, and venues for day 1.
- Coordinate directly with the creative sector.
- Coordinate with other faculties regarding mobilization routes and gathering points
- Organizing the mobilization of 800 new students.

Preparation for Campus Activity by HIMBIO UNPAD - Jatinangor

Sep 2023 - Oct 2023

Staff of Security Division

Preparation for Campus Activity is The orientation period for Biology Unpad new students which is held for 7 weeks. This events aims to

enable new students to get to know Biology unpad, both the physical environment and the association.

- Keep 100 new students discipline during the series of events
- Evaluate the new students
- Maintain security at the event series

PEMILU RAYA MIPA by BEM FMIPA UNPAD - Jatinangor

Jan 2024 - Feb 2024

Vice Project Officer

Pemilu Raya MIPA is activities that aimed at finding the chairman and deputy of BEM FMIPA UNPAD.

- Recruit Person in Charge and staffs according to divisional needs and allocating them to each interest as per required qualification.
- Create global timeline for the event
- Conduct regular meetings in order to maintain accuracy and time achievement of each division by reporting Plan, Progress, and Problem
- Coordinate directly with public relation division and Publication, Design, and Documentation division.
- Study related laws about KPU.
- Do screening for the candidates of chairman and deputy BEM FMIPA
- Carrying out a public test for the candidates of chairman and deputy that attended by representatives of 10 associations in FMIPA.
- Select panelists who are appropriate to the topic to be tested.
- Coordinate with BEM FMIPA, BPM FMIPA and the dean regarding the continuity of the event.
- Held general elections in which 200 students participated through Siat (PACIS)

BIG FORCE ! Festival 2024 - Jatinangor

Jul 2024 - Dec 2024

Human Resource Team

an inter-faculty competition at Padjadjaran University which is a forum to capture the interests and talents of Padjadjaran University students.

- Maintaining the internals of 100 staff in the sports division
- Maintaining the spirit and good performance of the 100 staff in the sports division
- Create bonding events to increase sense of belonging to this committee
- Help remind division heads to maintain activity timeline and stay on track
- Create content on social media (instagram) about division activities

FiNder U-CoE - Jatinangor

Feb 2025 - Jun 2025

Research and Development Intern

The University of Padjadjaran (Unpad) Finder, a Center of Excellence in Science and Technology specializing in Nanotechnology, Innovation, and Technology Transfer in Indonesia. We focus on technology transfer, research, development, design, and engineering in the field of nanotechnology, as well as supporting innovation and invention in the industrial sector, ministries, state-owned enterprises, central and local governments, and universities, to enhance Indonesia's competitiveness and improve the quality of life and environment through an interdisciplinary approach.

- Learning about the company's products and product marketing
- Creating a product deck to present to clients
- creating a BMC VPC about the product
- Preparing research proposals and presenting them
- Conduct research according to the chosen topic
- Worked as Liaison Officer in discussions regarding research

BIG FORCE ! Festival 2025 - Jatinangor

Aug 2025 - Dec 2025

Head of Human Resource Team

an inter-faculty competition at Padjajaran University which is a forum to capture the interests and talents of Padjajaran University Students.

- Managing the recruitment of department heads, division heads, and staff
- Regulate recruitment for all staff, including the registration, interview, and elimination stages
- Recruit 21 staff for the HR team and assign them to divisions.
- Holding a first meet and internal bonding event to unite the divisions and committees
- Ensuring all staff can work in accordance with the cultural values promoted by the committee
- Conducting mediation and issuing warning letters and dismissals for staff with poor performance
- Maintaining the optimal performance of 900 staff throughout the committee's activities
- Coordinate directly with the chair and vice chair of the committee for the internal continuity of the committee
- Conduct the regular meeting for head department to maintain accuracy and time achievement each department.

ILDEX Indonesia 2025 - Jakarta

Sep 2025

Conference Room Scanner Staff

ILDEX Indonesia is a leading international trade exhibition and conference in Southeast Asia focused on the livestock, dairy, meat processing, and aquaculture industries.

- Conference Room Manager volunteer at ILDEX Indonesia 2025 (3-day event), overseeing 3 sessions, supporting speakers, and coordinating room operations. Managed audience attendance (50–100+ participants per session) and ensured smooth session execution.

Pengalaman organisasi

BEM FMIPA Universitas Padjajaran - Jatinangor
Apr 2023 - Feb 2024

Staff of Regeneration Department

BEM FMIPA UNPAD is an organization whose task is to be a forum for FMIPA students to develop their interests and talents, knowledge and organization. Regeneration Department is a a department that focuses on regeneration at FMIPA and creates work programs that aim to create superior FMIPA resources.

- Responsible for handling "Managerial Training", seminar about leadership for 10 student associations in Faculty of Mathematics and Natural Science
- Create content on social media (Instagram feeds) about leadership
- Coordinate regular meetings about work programs for each of student associations
- Responsible as a mentor at internship event held by BEM FMIPA UNPAD
- Held sosialisasi to 10 associations regarding the global concept of all Regeneration Department work programs

Himpunan Mahasiswa Biologi (HIMBIO) FMIPA UNPAD
Jan 2024 - Dec 2024

Head of Regeneration Department

- Recruit Person in Charge and staffs according to divisional needs and allocating them to each interest as per required qualifications
- Conduct regular meetings in order to maintain accuracy and time achievement of each work program while insuring team's communication by reporting Plan, Progress, and Problem (3P).
- Create a cost budget for each work program.
- Create a global timeline for the department.
- Create proposals and Term of Reference for work programs
- Responsibility for 4 work programs in Regeneration Department
- Looking for Project Officer & Vice Project Officer for the work programs
- Holding a public test of candidates PO & VPO work programs
- Coordinate directly with the Head of KPSDM sector
- Hold meetings with alumni regarding work programs.

BEM FMIPA UNPAD 2025 - Jatinangor
Apr 2025 - Sekarang

Director of Organizational Capacity Development and Cadre Formation

BEM FMIPA UNPAD is an organizaion whose task is to be a forum for FMIPA Students to develop their interests and talents,

- Recruit Head of Cadre & Head of Instutional Infrastructure Development Department
- Conduct regular meetings in order to maintain accuracy and time achievement of each work program while insuring team's communication by reporting Plan, Progress, and Problem (3P).
- Responsible for technical needs for open tender project manager in BEM FMIPA UNPAD 2025
- Ensuring that all work programs are carried out properly in accordance with the organization's vision, mission, and cultural values.
- Coordinate with the heads of relevant departments on the evaluation, achievements, and obstacles of each department

Keterampilan

- **Soft Skills:** Teamwork, Communication, Creativity, Organization, Leadership, Responsibility, Adaptability
- **Hard Skills:** Fluent in English and Indonesian, Design (Canva), Microsoft Office (Word, Excel, Power Point),