



# ELSA SEPTIYANA RATUARRUM

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## ABOUT

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An undergraduate student at Universitas Indonesia majoring metallurgy and materials engineering. Highly motivated to improve my skills and learn many things. Willing to work with a team or individual. Active in many organizations and committees to improve my skills such as teamwork, leadership, and time management.

## EDUCATION

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**Universitas Indonesia**

**Metallurgy and Materials Engineering**

**Aug 2020 - Present**

GPA (3.49/4.00)

## WORKING EXPERIENCES

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**Development Engineer Intern at Garuda Maintenance Facility (GMF) AeroAsia**

**Jan 2023**

- Placed in Engine Services Department, specifically in the Machining and Thermal Spray Unit (TVU-3)
- Working on project related to thermal spray topics

**Assistant Lecture Physics Mechanics and Heat**

**Sep 2021 – Dec 2021**

- Create an answer key for all student's homework
- Check and give score to student's homework
- Recap student's score for one semester

## ORGANIZATION EXPERIENCES

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**Vice Chairman of External affair at Liga Tari Mahasiswa UI Krida Budaya**

**Jan 2023 – Dec 2023**

- Coordinating 3 divisions under external corridor, such as marketing, social media, public relations and documentation division.

- Become a contact person for Liga Tari Mahasiswa UI Krida Budaya.
- Making strategy to improve product marketing on social media

**Head of Marketing Department at Liga Tari Mahasiswa UI Krida Budaya**

**Jan 2022 – Dec 2022**

- Coordinate the institution's marketing strategy
- Make cooperation proposal and send it to several companies and client
- Manage operational budgets and determine dancers/musicians' salaries for every project
- Manage institutional businesses to sell goods with the aim of earning additional income
- Become a contact person for institution
- Find minimum three project/show every month with the aim of earning additional income for institution
- Approach client and promote the institution in purpose to find new project
- Communicate and making deals with clients
- Bargain with clients regarding project cooperation budget
- Make an MoU and Invoice for every project with client
- Succeed to get total 15 performance projects for one year

**Head of Finance Department at Ikatan Mahasiswa Metalurgi Material FT UI**

**Jan 2022 – Dec 2022**

- Supervise and be responsible for 7 financial staff
- Manage financial flow of institution such as inflow and outflow funds
- Make budget plan of 11 departments for one year of management
- Coordinate with 11 head department to make budget plan
- Maintain financial flow so that not deviate from budget plan
- Make institution financial reports every 3 months (triwulan)
- Give assignments and responsibility to each staff
- Manage institutional businesses to sell goods with the aim of earning additional income
- Make a webinar for all metallurgy materials' student and public related to financial plan and investment called

Manifest with theme “Preparing for Economic Recession” attended by 105 participants.

**Staff of Finance Department at Liga Tari Mahasiswa UI Krida Budaya** **Jan 2021 – Dec 2021**

- Manage the monthly mandatory dues of each member
- Remind every member to pay the monthly dues on time

**Staff of Finance Department at Ikatan Mahasiswa Metalurgi Material FT UI** **Jan 2021 – Dec 2021**

- Make institution monthly cash flow with the head of finance department
- Create monthly content about finance that will be shared through institution’s official website and social media
- Control the financial flow of one specific department because the staff’s responsibility to be a “sahabat bidang”
- Become treasurer for two institution internal project i.e. Metal on OIM 2021 and Pelepasan Sarjana Baru Genap DTMM 2021

## **COMMITTEE EXPERIENCES**

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**Project Officer of Misi Budaya (International Folklore Festival) of Liga Tari Mahasiswa UI Krida Budaya Spain-France-Italy 2023** **Jan 2023 – Aug 2023**

- Making all concept of Misi Budaya 2023 and construct the organizational team structure
- Choosing Artistic Director, Ass. Artistic Director, and Music Director
- Arranging auditions day to select contingents of dancers and musician
- Communicate with the International festival organizer
- Lead the team of Misi Budaya 2023 with total 23 people
- Supervise and support the tasks of each division so that they can achieve their goals
- Communicate with Indonesian Ministry of Education and Culture to helping and supporting us as sponsor.
- Get supported by Ministry of Education and Culture through “Dana Indonesiana - Fasilitasi Bidang Kebudayaan”

programme in the form of plane ticket payments for 10 people worth Rp210.000.000,-

**Head of Musician of Misi Budaya (International Folklore Festival) of Liga Tari Mahasiswa UI Krida Budaya Portugal-Spain 2022**

**Feb 2022 – Sep 2022**

- Lead musician team with total 8 people including 3 professional musician.
- Communicate and discuss with Music Director and Professional Musician about the concept of the music rehearsal
- Make rules for musician while rehearse and perform
- Make layout or sketch of musical instrument every day before perform
- Communicate with International festival sound team to arrange microphone while sound check before perform

**Financial Controller in Festival Rakyat UI 2021**

**May 2021 – Dec 2021**

- Coordinate budget plans before the event starts with treasurer and other division head
- Make financial proposals for submission of funds to the ministry of education and culture through the ‘Kampus Merdeka’ program
- Manage expenses and income during the event
- Make accounting journal monthly during the event
- Make financial reports after the event is over
- Achieve profit of Rp16.300.000 at the end of the event

**Staff of Internal Fundraising Division Arjuna Seni FT UI 2021**

**Aug 2021 – Dec 2021**

- Execute fundraising program to sell food or frozen food to finding additional income
- Share and offer merchandise to the public and friend

**Staff of Fundraising Division in Aksioma FT UI 2021**

**Jul 2021 – Oct 2021**

- Execute fundraising program to sell food or frozen food to finding additional income
- Share and offer merchandise to the public and friend

**Staff of Internal Fundraising Division in Metal Inner Day 2021****Jun 2021 – Oct 2021**

- Manage program paid promote to finding additional income
- Become a contact person for paid promote program
- Communicate and making deals with clients
- Remind each member in team to share and upload paid promote content according to the conditions that have been made
- Remind and collect Set Up Cost money from each team member

**Staff of Essay and Poster Competition Division in Metallurgy and Materials Week 2021****May 2021 – Nov 2021**

- Find speaker for webinars and workshop
- Help team to create guidebook for the competition
- Check the assessment results from the competition jury on essays and posters
- Determine the winners for the competition according to the conditions that have been made

**Deputy Treasurer in Pelepasan Sarjana Baru Genap DTMM 2021****May 2021 – Sep 2021**

- Coordinate budget plans before the event starts with other division head
- Make financial proposals for submission of funds to the departmental office
- Manage expenses and income during the event
- Create monthly cashflow document
- Make financial reports after the event is over
- Achieve profit of Rp800.000 at the end of the event

**Treasurer in Gradasi x FTQO 2021****Mar 2021 – Jun 2021**

- Coordinate budget plans before the event starts with other division head
- Make financial proposals for submission of funds to the departmental office
- Manage expenses and income during the event
- Create monthly cashflow document
- Make financial reports after the event is over

**Treasurer in Metal on OIM 2021****Mar 2021 – Apr 2021**

- Coordinate budget plans before the event starts with other division head
- Make financial proposals for submission of funds to the departmental office
- Manage expenses and income during the event
- Create monthly cashflow document
- Make financial reports after the event is over

**PROJECTS**

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**Special Performance in Macao Celebrating Chinese New Year-  
The Year of Dragon****Feb 2024**

- Accepting invitation from International Show Parade Organization to show Indonesian traditional dance and music in Macao Parades.
- Be part of the contingent as Project Officer and dancer.
- Present 2 Indonesian dances: Selendang Dendang from Betawi and Janger from Bali.

**Misi Budaya (International Folklore Festival) of Liga Tari  
Mahasiswa UI Krida Budaya Spain-France-Italy 2023****July 2023 – Aug 2023**

- Introducing Indonesian traditional dance and music to the international region
- Participating in 5 folklore festivals in Spain, France, and Italy
  - Festival Internacional de Folclore ‘Ciudad de Burgos’, Spain
  - Nazioarteko Folklore Jaialdia Portugalete, Spain
  - Festival Internacional de Folklore Villa de Ingenio, Gran Canaria, Spain
  - Festival de Confolens, France
  - Estate Internazionale del Folklore, Castrovillari, Italy

- Perform at a diplomatic event at the Indonesian Embassy in Rome, Italy watched by several ambassadors from other countries in Rome.
- Present 14 Indonesian dances and 3 traditional music jamming

**Misi Budaya (International Folklore Festival) of Liga Tari Mahasiswa UI Krida Budaya Portugal-Spain 2022**

**July 2022 – Sep 2022**

- Introducing Indonesian traditional dance and music to the international region
- Participating in 8 folklore festivals in Portugal and Spain
  - Semana Internacional de Folclore, Cantanhede, Portugal
  - Festival Internacional de Folclore do Alto Minho, Viana do Castelo, Portugal
  - Festival Internacional de Folclore Rio, Barcelinhos, Barcelos, Portugal
  - Folkmonção - O Mundo A Dançar, Monção, Portugal
  - Festival Internacional "Xornadas de Folclore", Ourense, Spain
  - Folk Festival in Cieza-Murcia, Spain
  - Folk Festival in Villablanca-Huelva, Spain
  - Encuentro Internacional de Folklore Ciudad de Zaragoza -EIFOLK, Spain
- In charge of a musician team
- Present 14 Indonesian dances and 3 musical accompaniments

## SKILLS

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- Technical skills: Microsoft Word, Microsoft Excel, Microsoft PowerPoint
- Language skills: Bahasa Indonesia (Native), English (Limited working proficiency)
- Artistic skills:
  - Traditional Dance :
    - Tari Saman (Aceh)
    - Tari Burung Hong (Betawi)
    - Tari Selendang Dendang (Betawi)
    - Tari Ronggeng Blantek (Betawi)
    - Tari Tambeng (Betawi)
    - Tari Njot-Njotan (Betawi)
    - Tari Ngayab (Betawi)
    - Tari Ksatria (East Java)
    - Tari Gandrung ‘Si Lanang’ (East Java)<sup>1</sup>
    - Tari Jathilan (East Java)
    - Tari Sarantak (West Sumatra)
    - Tari Piring (West Sumatra)
    - Tari Indang (West Sumatra)
    - Tari Tor-Tor Tandok (North Sumatra)
    - Tari Joged Batanghari (Jambi)
    - Tari Makosu (West Nusa Tenggara)
    - Tari Mimika (Papua)
  - Traditional Music Instrument:
    - Dol
    - Talempong
    - Darbuka
    - Jimbe