

Nuraini Utari

utarinuraini@gmail.com | <https://www.linkedin.com/in/nurainiutari/> | +6285332582542

Kebayoran Baru, South Jakarta

EDUCATION

Universitas Indonesia, Kampus UI Depok

B. Eng in Bioprocess Engineering

- GPA: 3.54 / 4.00, Cum Laude Honors

Depok, West Java

Graduation Date: September 2021

WORKING EXPERIENCE

Skha Consulting

Research Analyst Intern

- Provided support in the research, analysis, and recommendation making of a project by a state-owned enterprise in the port industry
- Gathered, analysed, and interpreted data on market, consumers, and competitors relevant to the project
- Assisted in building frameworks to provide business recommendations to meet project goals
- Drafted communication documents primarily in presentation slide and excels

Jakarta

January 2022 – June 2022

CleverTap

Sales Development Representative Intern

- Collected 25 outbound leads and account executives per day
- Arranged 5 meetings a week with prospective clients

Singapore

October 2021 – December 2021

PT Enerba Teknologi

Engineering Team Intern

- Assisted in the design of a purified water treatment plant with UV rays' disinfection technology
- Remodelled the tank of the existing water treatment plant with a floating UV lamp

Serpong

August 2020 – September 2020

LEADERSHIP EXPERIENCE

Badan Eksekutif Mahasiswa FTUI

Head of Secretariat Division

- Coordinated the timeline and administrative matters for 26 other student associations under "Ikatan Keluarga Mahasiswa" FTUI
- Organised and supervised the quarterly organisational evaluation for 16 divisions under BEM FTUI
- Improved and redesigned the quarterly report to be more straightforward and have a better user interface

Depok

January 2020 – January 2021

Ikatan Mahasiswa Teknik Kimia FTUI

General Secretary

- Assigned as the second decision-maker after the chairman and handled the internal affairs function
- Arranged and scheduled the associations' timeline throughout the year
- Coordinated the timeline and administrative matters for 3 other student clubs under Chemical Engineering Department

Depok

January 2019 – December 2019

Vice General Secretary

- Organised and reported quarterly reports to the General Secretary and Chairman
- Redesigned work programmes of the secretariat division to be more effective and timesaving

January 2018 – December 2018

Ikatan Alumni [ILUNI] SMAN Banua

Coordinator of Media and Information

- Redesigned and maintained the Instagram feed with a more consistent theme
- Originated a new interactive section called "Iluni Menjawab." via Instagram Story

Banjarmasin

January 2019 – December 2019

VOLUNTARY EXPERIENCE

Forum Energizing Indonesia: The 9th National Seminar

Secretary and Registration Staff

- Handled the administrative matter regarding participants' registration for a national seminar held by ILUNI FTUI

Jakarta

February 2020 – March 2020

AIESEC Global Volunteer Programme

Istanbul

Exchange Partner

July 2019 – August 2019

- Delegated as AIESEC Indonesia's representative to work on a project with a multinational team from 10+ countries
- Supported the 8th SDGs and coordinated with the local municipality to reconceptualise their tourism content, i.e., city attraction video profile, historical buildings photography, etc.

Village Energizing Programme by ILUNI FTUI

Jakarta

Student Representative

April 2019 – November 2019

- Delegated IMTK FTUI to work in a team and installed a water turbine and solar panel in a fostered village to provide easier electricity access

Chemical Engineering in Charity by IMTK FTUI

Depok

Project Volunteer and Mentor

September 2018 & September 2019

- Built and installed a water filtration unit for a fostered village in Bogor to provide clean water access

Science and Culture Exhibition by ILUNI Banua

Banjarasin

Secretary and Treasurer

November 2017 – January 2018

- Involved first-hand in the invention of the event and planned the whole concept
- Assigned as one of the decision-makers and coordinated with the supervisor and project officer
- Handled the administrative and finance matter for a province-wide exhibition held by ILUNI x OSIS

TECHNICAL SKILLS AND LANGUAGE

Skills: Advanced Microsoft Word and PowerPoint | Intermediate Adobe Photoshop | Beginner Outreach | Beginner Financial & Business Analysis

Language: Indonesian as Mother Language, Fluent English, Beginner German