

# Elizabeth Adeline

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## SUMMARY

An unofficially graduated biology student with excellent strategic planning and project management skills, and have experienced as a laboratory assistant in the education industry and as a external deputy of public relations in the non-profit organization industry. A detail-oriented person and accustomed to solving problems.

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## EDUCATION

### University of Indonesia

S.Si. Biology

(July 2018 - July 2022)

3.34

An unofficially graduated student in Department Biology, Faculty of Mathematics and Natural Science, University of Indonesia.

## INFORMAL EDUCATION

### RevoU: Introduction to Data Analytics

Score: 100

(February 2022 - February 2022)

### edX (Tel Aviv University): Viruses & How to Beat Them - Cells, Immunity, Vaccines

Score: 93

(July 2020 - August 2020)

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## EXPERIENCES

### University of Indonesia

Laboratory Assistant

(February 2021 - June 2022)

- Responsible for managing laboratory work
- Explaining and providing tutorials of a science experiment
- Monitoring and grading student performance

### International Model United Nations

Campus Ambassador Intern

(November 2020 - December 2020)

- Developed proposals for collaboration
- Assisted in marketing and business development
- Learned the innermost working of a prestigious organisation

### BEM FMIPA UI

External Deputy of Public Relation

(January 2020 - January 2021)

- Supervise staff in carrying out work programs under the external deputy.
- Establish cooperation and good relations with all stakeholders.
- Become an opener for cooperation with external parties who wish to cooperate with the organization.
- Controlling all social media of the organization.

Staff of Public Relation

(February 2019 - December 2019)

- Build and maintain a positive public image for the organization
- Build and maintain a relationship with internal and external stakeholders
- Created a social media content and strategy

### Special Interest Group in Marine Biology UI

Head of Treasurer

(July 2020 - May 2021)

- Created an organization budget plan
- Monitoring the financial performance of the organization to ensure that targets are being met
- Responded to financial results by making informed decisions to maintain the organization's financial wellbeing

Staff of Education and Training

(July 2019 - May 2020)

- Identified dive training needs by evaluating strengths and weaknesses
- Build annual dive training program and prepare teaching plans

### HMD Biologi FMIPA UI 2019

Staff of Department Social, Community, and Environment

(February 2019 - December 2019)

- Holding the "Biodiversity Day UI" event to celebrate world biodiversity day.
- Holding the "UI Biology Festival" which consists of a national level biology olympiad, opening donations for conservation and a conservation campaign.
- Share food and necessities to local communities in need regularly.

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## SKILLS

Microsoft Office (Proficient), Google Workspace (Proficient), Strategic Planning (Proficient), Project Management (Proficient), Problem Solving (Proficient), Communication (Proficient), Detail-oriented (Proficient), Teamwork (Proficient).