

# Tiara Ayuni Fauzia

Bachelor of Business Administration



## CONTACT

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## PROFILE

Tiara Ayuni Fauzia, graduated from Parahyangan Catholic University in major Business Administration. Dynamic and customer-centric professional with 5 years of experience in providing exceptional service and building lasting relationships. Proven ability to effectively communicate, resolve complex issues, and adapt to changing environments. Seeking a challenging role in Corporate Communication and Corporate Social Responsibility to leverage my skills in driving positive social impact and enhancing the company's reputation. Basic knowledge of financial services made me want to learn more and grow up my career in the next bigger opportunity and ready to face the next challenges.

## EDUCATION

### BACHELOR DEGREE OF BUSINESS ADMINISTRATION (2019)

Bachelor degree of Business Administration Parahyangan Catholic University. Completed 3,5 years of college from 2015 until 2019 bear the title S.A.B with GPA 3,35.

## EXPERIENCE

### DIGITAL MARKETING AS CONTENT WRITER INTERNSHIP (SEPTEMBER - DECEMBER 2018)

Experienced as Digital Marketing at one of startup in Bandung named Kadoqu.com.

- Successfully completed 4 projects for video content and scripts in the form of 3 short videos and 1 animated video with a total of more than 900 views.
- Responsible for choosing the best talent for making short videos and successfully collaborating with one of the celebrities from Bandung who currently has more than 1M followers on Instagram and more than 2M followers on Tiktok.
- In charge of financial budgeting for digital content, and create marketing email using mailchimp.

### DATA CENTER AND ADMINISTRATION INTERNSHIP (JULY - DECEMBER 2019)

Experienced as Data Center and Administration at PT Toyota Motor Manufacturing Indonesia :

- Responsible as secretary and treasurer of the Operation Management Development Division that have 30-member division.
- Responsible for the administration of division members' payroll, official travel, making division financial reports, minutes in meetings and responsible for licensing the continuity of division events.
- I was involved in Happyoukai's annual activities and managed to invite more than 200 president directors of TMMIN's suppliers.

### OPERATIONAL STAFF (2020)

Versatile banking professional with over 4 years of experience in various operational roles, including teller and customer service. Proven ability to adapt to fast-paced environments and seamlessly transition between front-line and back-office functions. Possessing a strong foundation in financial transactions, cash management, and customer issue resolution. Skilled in tailoring communication styles to meet the needs of diverse audiences and resolving complex issues with empathy and efficiency. :

- Selected as Branch Office representative for roleplay assessment by head office on 2020
- The Best Tabungan Staff -Daily Program September 2022

## ORGANIZATION

### JULI 2016-JUNI 2017 : STUDENT ASSOCIATION OF BUSINESS ADMINISTRATION AS ENTREPRENEURSHIP DIVISION'S STAFF

- Establish cooperation for the implementation of company visits; Metro TV & Media Indonesia
- Responsible for conducting discussions in the business laboratory for Business Administration students who already have a business or are starting a business.

### JULI 2017-JUNI 2018 : STUDENT REPRESENTATIVE ASSEMBLY AS SECRETARY AND TREASURER

- Make official and written regulations in the implementation of student activities at UNPAR
- Supervise student activities at UNPAR in accordance with established regulations
- Responsible for seeking, accommodating, considering, and following up on any aspirations from all Unpar students.
- As a secretary, I have responsibilities in the administrative side of the organisation such as making activity proposals, activity accountability reports, correspondence for internal and external parties, and being responsible for the organisation's inventory.
- As treasurer, I have the responsibility of managing and preparing the organisation's financial reports.

## COMMITTEE

- 2016 : Temu Tokoh (Indonesia Goes To Digital) as Coordinator Sponsorship
- 2017 : Company Visit To Metro TV and Media Indonesia as Coordinator Transportation
- 2018 : Suara Mahasiswa as Secretary

## CERTIFICATE

- 1st Winner of Creating Poetry Competition Issued by KARISMA ITB on January 2015
- Dealing With International Cultural Differences as Participant Issued by Business Administration Parahyangan Catholic University

## AWARDS

### SCHOLARSHIP LEADERSHIP PROGRAM FROM UNPAR

Rewarded as a student who have certain position in organization also have a great academic performance in 2017/2018

## LANGUAGE

- English

## SKILL

- Microsoft
- Digital Marketing
- Communication
- Public Speaking
- Problem Solving
- Adaptive
- Critical Thinking
- Accuracy