ZERIN ILMA NURMAZIZ

zerin.nurmaziz@student.president.ac.id | +6287873741839 | Bekasi, Indonesia

PROFESSIONAL SUMMARY

Information System student at President University with a solid foundation in tech project coordination, administrative operations, and team leadership. Proven ability to manage end-to-end web development projects, streamline logistical documentation, and lead student organizations. Highly skilled in cross-functional communication, timeline tracking, and leveraging data tools to ensure project success.

WORK EXPERIENCE

Logistics Finish Goods Intern **Aug 2023 - Nov 2023**

PT Braja Mukti Cakra | Bekasi, Indonesia

- Managed and archived logistical data accurately, ensuring 100% data integrity for finished goods documentation.
- Prepared and verified "Surat Jalan" (delivery notes) to support seamless distribution workflows and project timelines.
- Collaborated with cross-functional warehouse and distribution teams to minimize operational delays.

EDUCATION

Information Systems for Business and Management **Aug 2025 - Present**

Faculty of Computer Science, President University | Cikarang, Indonesia

- Scholarship: Jababeka Scholarship (3rd rank)
- Activities: Student Board (BEM)
    - Acted as Event Organizer (EO) for campus events, managing end-to-end event planning, timeline execution, and resource allocation.
    - Served as Internal Public Relations, facilitating cross-functional communication and alignment among different internal divisions.

Computer and Network Engineering **Jul 2022 - May 2025**

SMK Global Prima Islamic School | Bekasi, Indonesia

- Activities: Student Council (OSIS)

PROJECTS

Web Project Manager & Developer (Economic Survival) **Oct 2025 - May 2026**

President University | Cikarang, Indonesia

- Led the planning and deployment of the "Economic Survival" website aimed at promoting rational thinking.
- Defined project scope, managed task allocation, and monitored timelines to ensure successful website delivery.
- Conducted system requirements gathering to align website features with user experience objectives.

SKILLS

- Project Management & Soft Skills: Project Coordination, Event Planning & Execution, Internal Communication, Stakeholder Management, Timeline Tracking, Team Leadership.
- Technical & Networks: Computer Networking, System Requirements Gathering, SDLC Awareness.
- Tools & Software: Microsoft Office (Word, Excel, PowerPoint), Google Workspace (Sheets, Docs), Canva, CapCut.
- Languages: Indonesia (Native), English (Conversational).