

# portfolio

*Mevi Nabila*

Ig: @mevisamawa

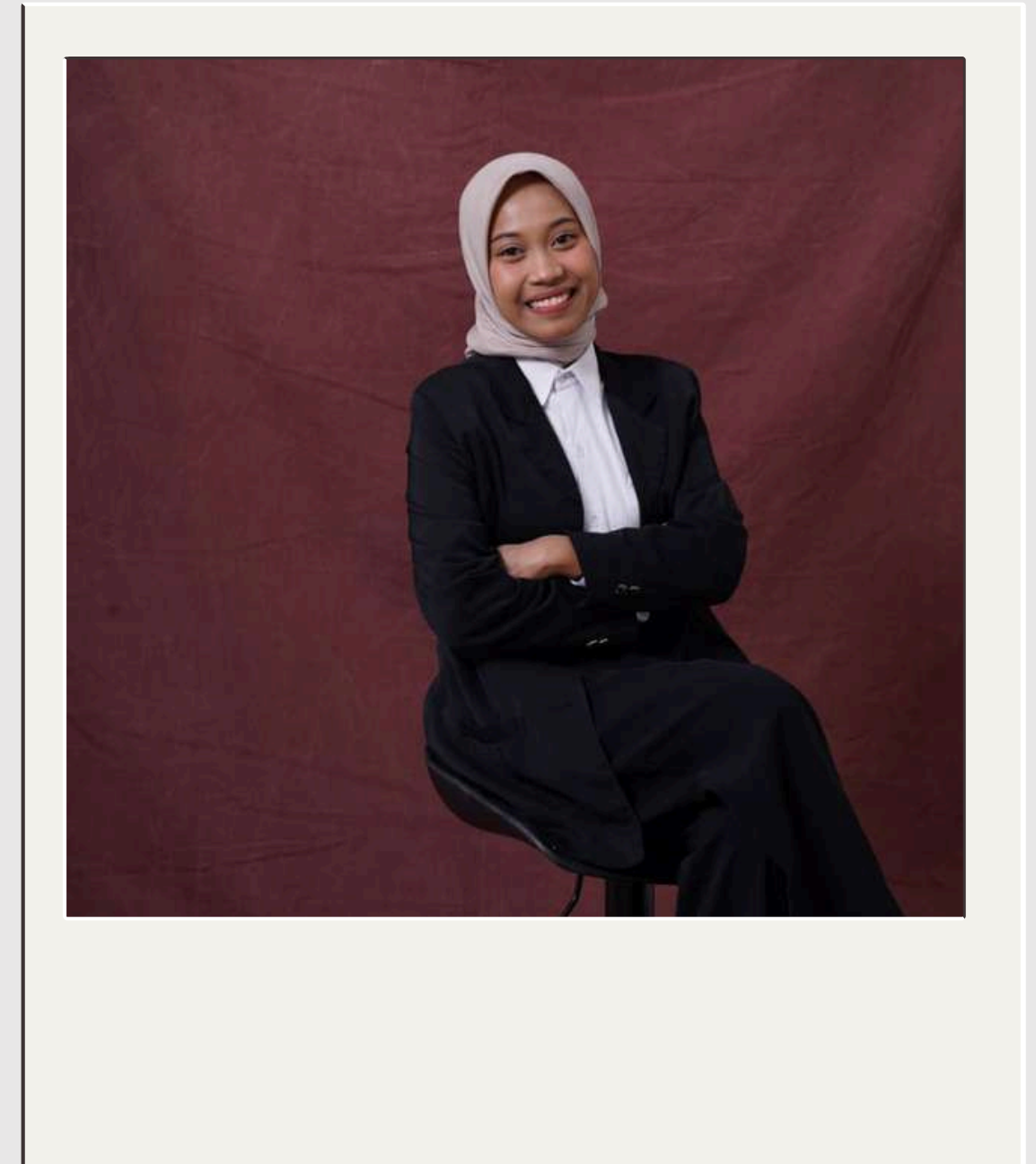
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# introduction

**Hello, I'm  
Mevi  
Nabila**

Bachelor of Public Administration with experience in analyzing public issues, identifying solutions, and evaluating policies in addressing societal challenges. In addition, possesses strong interpersonal skills such as communication and teamwork, which have been developed through various organizational experiences. Currently eager to further develop expertise within a professional environment.



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# my education

## University of Jember – Faculty of Social and Political Sciences

Bachelor's Degree in Public Administration | GPA 3.82/4.00  
Graduated with a strong academic record and a solid foundation in administration and management. Possesses excellent communication and interpersonal skills, customer-oriented mindset, and the ability to work effectively in a team. Experienced in problem solving, managing administrative tasks, and working under pressure through various projects and organizational activities. Highly motivated, adaptable, and committed to delivering professional, responsive, and high-quality service.





# personal skills

## Personal Skills

- Teamwork
- Communication
- Adaptability
- Attention to Detail
- Analytical Thinking
- Time Management

## Software Skills

- Microsoft Office (Word, Excel, PowerPoint)
- Google Docs & Sheets
- Canva

# internship experience

## Dinas Pemberdayaan Masyarakat dan Desa Kab. Jember

- Input and verify 10–15 BLT fund application data submitted by villages into the system for central government submission, ensuring accuracy and timely processing.
- Participated in TMMD activities in Klungkung Village, including preparing materials and coordinating with related stakeholders.
- Distributed approved disposition letters from the Head of Department to respective divisions in a structured and timely manner.



# experience

## (Anggota/Pengembangan Sumberdaya Manusia), (UKMKI SIKLUS FISIP UNEJ) 2022-2023

- Developed work programs focused on Islamic character building, soft skills enhancement, and member professionalism improvement.
- Organized training activities such as upgrading programs, LDKO/LDKM, mentoring sessions, Islamic studies, and self-development workshops.
- Conducted member data management, including attendance, participation, interest mapping, and potential assessment.
- Performed monitoring and evaluation of member development to ensure achievement of organizational competency targets.



# experience

## Secretary – National Essay Competition, KOMPAS | 2023

- Prepared and distributed official correspondence, including invitations, proposals, and event reports.
- Managed event administration such as meeting minutes, archiving documentation, and participant data recaps.
- Coordinated with the committee leader and cross-division teams to ensure smooth internal communication.
- Assisted in developing event timelines and ensured administrative tasks aligned with scheduled deadlines.
- Arranged committee meetings and delivered meeting outcomes to all members.
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# first project

Conducted undergraduate thesis research titled “Implementation of the Healthy Village House Program in Addressing Stunting Cases in Jelbuk Sub-district, Jember Regency.” The study employed observation and interview methods with key stakeholders, including village officials, healthcare workers, and community members. The findings indicated that the program was relatively effective in raising community awareness of nutrition; however, challenges remained, such as limited resources, cross-sectoral coordination, and uneven community participation.



thank you

*Nevi Nabila*