

IFLAAHUL FATIN

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PROFESSIONAL SUMMARY

Detail oriented and proactive administrative and marketing support professional with strong experience in document management, client communication, event coordination, partnership building, and content development. Skilled in handling data, preparing proposals, managing operations, and supporting marketing activities. Fast learner with strong adaptability, excellent communication skills, and the ability to work effectively in dynamic project based environments.

EDUCATION

University of Jember – Jember, East Java *2019 – 2023*
Bachelor of Animal Husbandry | GPA 3.63/4.00

RELEVANT EXPERIENCE

Admin, Marketing & Operations Experience

City of Petal – Owner *2025 – Present*

- Managed daily business operations, stock, and financial records. - Created marketing content, product videos, and promotional materials. - Handled customer service, order processing, and communication. - Coordinated procurement of raw materials and production workflow. - Produced creative content and managed social media engagement.

Kebun Koewih – Owner *2023 – Present*

- Managed business operations including planning, inventory, and sales. - Developed digital content and executed marketing strategies. - Handled baking production, packaging, and customer service. - Managed online promotion and collaborated for event participation.

ADEMUJ Gelato – Apprenticeship *October 2022 – November 2022*

Administration - Managed orders and cashier system using Majoo application. - Compiled daily transaction recaps and updated inventory records. - Recorded employee attendance and maintained administrative accuracy.

Marketing & Production - Conducted direct selling in markets and engaged customers. - Created product content and supported promotional activities. - Expanded sales reach through negotiation, outreach, and follow-up. - Prepared raw materials, tested ingredients, and assisted production.

ORGANIZATIONAL EXPERIENCE

Public Relations & Partnership Roles

HIMPUNAN MAHASISWA PROGRAM STUDI PETERNAKAN

2021 – 2021

- Managed public information and communication for national webinar. - Created formal letters, permits, and coordinated stakeholders. - Negotiated with media partners and managed event documentation. - Collaborated with cross-department teams and coordinated 25 members.

IKATAN MAHASISWA RONGGOLAWE TUBAN (IKAMARU)

2020 – 2021

- Managed administration and prepared event-related documents. - Created event budgets and publication materials. - Built internal and external communication and coordination.

Filantropics – Partnership

March – July 2023

- Maintained and expanded strategic partnerships. - Identified new collaboration opportunities and negotiated deals. - Ensured partner deliverables aligned with program goals. - Established relationships with relevant media partners.

Volunteer

Friendstivity by TS Media x Prudential – Registration Staff

October 2025

- Verified participant data and supported on-site registration. - Coordinated with event teams to ensure smooth check-in. - Ensured accuracy of participant records and reporting.

SKILLS

- **Administrative:** Data entry, document preparation, scheduling, filing, inventory management, proposal drafting
- **Marketing:** Social media management, content creation, direct selling, customer engagement, business development
- **Communication:** Public relations, partnership building, negotiation, public speaking
- **Technical:** Microsoft Office (Word, Excel, PowerPoint), Canva, Majoo POS System

- **Personal:** Fast learner, adaptable, detail-oriented, teamwork, problem-solving
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LANGUAGES

- Bahasa Indonesia : Native
 - English : Intermediate
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ADDITIONAL INFORMATION

- High willingness to learn and adapt quickly to new environments.
- Strong interest in administrative, digital content, marketing, and client coordination roles, fashion and creative brand building, communication and public speaking, empowering and helping people, partnership.