



RAMAH RINALDI RUSLAN

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ABOUT ME

Experienced in digital media and website management, as well as team coordination through various organizational activities and projects at Telkom University. Proficient in creating and managing digital content, developing websites, and supporting UI/UX requirements and information documentation. Successfully produced more than 20 social media content pieces, increasing engagement by 40% within three months, and led a team of five members in producing 10 video projects. Possess relevant skills to support roles in IT Support, Web Administration, IT Documentation, and IT Operations.

EDUCATION

Bachelor of Computer Engineering, GPA: 3.3
Telkom University – Bandung

August 2023 – August 2025

WORK EXPERIENCE

Social Media Staff | Internship

September 2021 – March 2022

Faculty of Applied Sciences – Telkom University | Bandung

- Managed the study program's social media content by planning, creating, editing, and publishing an average of 8–12 posts per month to support digital communication needs.
- Developed content calendars and scheduled regular publications, ensuring 100% of planned content was published according to the communication timeline.
- Created and edited visual materials and copywriting to deliver academic information and study program activities in an engaging and informative manner.
- Conducted content quality checks before publication to ensure information accuracy, visual consistency, and alignment with the study program's communication standards.

ORGANIZATIONAL EXPERIENCE

Media Coordinator

December 2020 – October 2022

Indonesian Vocational Student Family Association

- Coordinated the media team in planning, producing, and distributing digital content to support the organization's communication needs.
- Designed more than 20 social media content pieces using visual and informational strategies that increased engagement by 40% over a three-month period.
- Led collaboration with team members and stakeholders to produce design materials, videos, and digital documentation according to organizational requirements.
- Managed the content production workflow from planning through publication to maintain consistent quality and ensure timely delivery.

Head of Media and Information Bureau

March 2021 – February 2022

Student Executive Board, Faculty of Applied Sciences

- Led a five-member media and information team in planning, producing, and publishing various digital communication materials for the organization.
- Produced 10 video projects through effective task delegation, production coordination, and completion monitoring to meet established deadlines.
- Developed content schedules, assigned responsibilities, and managed publication timelines to ensure organizational information needs were addressed in a structured manner.
- Coordinated design, documentation, and information distribution processes with team members to maintain the quality and consistency of the organization's digital communications.

Information and Communication Staff

December 2019 – January 2021

Student Executive Board, Faculty of Applied Sciences

- Supported organizational information dissemination by creating, managing, and distributing communication materials to members and relevant stakeholders.
- Assisted with event documentation and information management to ensure communication needs were systematically documented and organized.
- Coordinated with organization members in carrying out communication, documentation, and information dissemination activities according to established agendas.
- Adapted communication materials to meet event requirements and publication platforms, ensuring information remained relevant, clear, and easy to understand.

TRAINING / SEMINARS

- The Fundamentals of Digital Marketing – Google Digital Garage, September 2020
- CCNAv7: Introduction to Networks – Cisco Networking Academy, May 2020
- CCNAv7: Switching, Routing, and Wireless Essentials – Cisco Networking Academy, January 2021
- Huawei Certification Requirements and Security Recognition – Huawei, June 2021
- IT System Administration and Infrastructure Services, Google IT Support Professional Certificate, IT Security: Defense Against the Digital Dark Arts – Coursera, January 2023

SKILLS

- **Soft Skills:** Team Collaboration, Problem Solving, Troubleshooting, Time Management, Adaptability, Responsibility, Discipline, and Independence.
- **Hard Skills:** Microsoft Office, Canva, Adobe Illustrator, Adobe Photoshop, Google Workspace, CapCut, Adobe Premiere Pro, Figma, MySQL, phpMyAdmin, and Notion.
- **Languages:** Indonesian (Active), English (Passive).