

NURUL REVINA

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EDUCATION

University of Illinois Urbana - Champaign August 2017 – December 2021
Bachelor of Liberal Arts and Sciences
Major: Global Studies / Minor: Art and Design
Study Abroad: Selected to study International Relations in Paris, France – Spring 2020

EXPERIENCE

Office Support Associate March 2022 – Present
Big Ten Academic Alliance

- Coordinate with Director of Operations about projects, meetings, and correspondence
- Organized transition from paper to electronic filing system
- Provided administrative support to the Operations and Information Technology team

Student Employee November 2018 – December 2021

Krannert Center of Performing Arts

- Serve over 200 customers daily at Intermezzo café
- Maintain the cleanliness of the general space

English Language Teaching Assistant Intern January 2020 – March 2020

College Camille Claudel

- Worked alongside English teacher helping to craft unique interactive learning activities to improve English skills of students
- Helped various students with their coursework and their pronunciation

Digital Media Intern May 2019 – January 2020

Gies College of Business - University of Illinois at Urbana-Champaign

- Attend meetings regularly with eLearning staff to review upcoming events and communications strategies
- Produced content and edited wide range of videos from multiple events and programs
- Assist technological services during online MBA classes

Senior Fundraising Officer August 2017 – May 2020

Habitat for Humanity

- Organizing around 200 volunteers for various fundraising events
- Developed fundraising strategies with various teams within the organization
- Lead as Stand managers during concessions days and manage groups of 12 which raises over \$10,000 per year.
- Selected as an Emerging Leader for Habitat on The Hill conference where I lobbied for affordable housing and met with members of congress.

SKILLS

Languages: Fluent in Bahasa Indonesia and Sundanese, Intermediate in French

Technical: Adobe Suite – Premiere Pro, Photoshop, Illustrator. Google Suite, Microsoft Suite.