

# LAMPIRAN

## LAMPIRAN A Surat Pengantar PRO-STEP 01

### PRO-STEP-01 Cover Letter PRO-STEP Social Impact Initiative

Tangerang, September 23rd 2025



No : 38/UMN/ILKOM/Social Impact Initiative/IX/2025  
Subject : **Student's Application for PRO-STEP Social Impact Initiative**

Dear. Head of Human Resource Department

-

Universitas Multimedia Nusantara's providing the PRO-STEP Social Impact Initiative, a work-integrated learning program, for students to hone their skills according to their talents and interests into the real work environments. Students directly doing Social Impact Initiative, in the company to learn solving problems based on knowledge that gained in campus, to link and match Social Impact Initiative program with the curriculum as preparation for their future careers.

We pleased to inform the student with the following details:

Student ID : 00000089621  
Student Name : Nisrina Shidqi Nabila  
Academic Program : Communication Science  
Email : nisrina.shidqi@student.umn.ac.id  
Mobile Phone : 6285156941684

Company will be received the student as an employee and Social Impact Initiative participant, he/she express their willingness to follow 640 working hours or 100 working days prior to work rules 8 hours per day. Therefore, UMN's student must obey all regulations stipulated by company from time to time.

Along with respect, we considered our student to get selected in the Social Impact Initiative program from your company. We thank you and look forward to hear employment acceptance letter of our student's.

Sincerely,

**Head of Departement Communication Science Program  
Multimedia Nusantara University**



( Cendera Rizky Anugrah Bangun, S.Sos., M.Si. )

## LAMPIRAN B Kartu PRO-STEP 02

PRO-STEP-02 PRO-STEP Social Impact Initiative Card



### PRO-STEP SOCIAL IMPACT INITIATIVE CARD

Name : Nisrina Shidqi Nabila	Student ID : 0000089621
Address : Jl. Pos Giro V RT 001 RW 03 No. 32 Kp. Jaletreng, Kel. Serpong, Kec. Serpong, Tangerang Selatan, Banten. 15311	Mobile Phone : 6285156941684
PRO-STEP Social Impact Initiative Acceptance Letter No: 032/SPm/LATIN/IX/2025	Letter Date : 23-09-2025
Advisor's Name : Selvi Amalia, S.Pi., M.Si.	
Company Name : Yayasan Lembaga Alam Tropika Indonesia	
Company Address : Jl. Sutera No.1 RT.02/ RW.05 Situgede, Kecamatan Bogor Barat, Kota Bogor, Jawa Barat	City : BOGOR Postal Code: 16115
Company Website : www.latin.or.id	Company Phone : +62 813-1116-2045???
Supervisor's Name : Annisa Aliviani Supervisor's Phone : +62 878-7825-2742??? Supervisor's Email : annisaaliviani@latin.or.id	Supervisor's Position : Coordinator Marcomm Hub Supervisor's Ext. : -
Department : Marketing and Sains Communication Hub	Position : Intern Sains Communication Hub
Acceptance Date : 13-09-2025	

This PRO-STEP Social Impact Initiative Card has been completed with my real information and can be accounted for. I am ready to be disqualified if the data given are incorrect.

Tangerang, November 26<sup>th</sup>2025  
Student's signature

Nisrina Shidqi Nabila



Supervisor's signature &  
Company stamp



Annisa Aliviani



## LAMPIRAN C *Daily Task* PRO-STEP 03

PRO-STEP-03 Daily Task - Social Impact Initiative



### Daily Task

**STUDENT ID** 00000089621

**STUDENT NAME** : Nisrina Shidqi Nabila

**COMPANY NAME** : Yayasan Lembaga Alam Tropika Indonesia

No	Date	In	Out	Duties /Responsibilities	Supervisor's Sign
1	13/09/2025	08:00	17:00	Orientasi magang & briefing awal	Approved at 19 November 2025 15:30
2	15/09/2025	08:00	17:00	Pengenalan LATIN	Approved at 19 November 2025 15:30
3	16/09/2025	08:00	17:00	Pertemuan online bersama LATIN	Approved at 19 November 2025 15:30
4	17/09/2025	08:00	17:00	- Kunjungan sekaligus pembukaan Social Impact Initiative klaster Social Forestry di kantor Kepala Desa Cipeuteuy - Pengenalan dengan warga Kampung Sukagalih, Dusun Pandan Arum - Mencicil laporan magang	Approved at 19 November 2025 15:30
5	18/09/2025	08:00	17:00	- Observasi ke ekowisata Hutan Damar (Taman Halimun Nasional) - FGD bersama warga Kampung Sukagalih terutama bapak-bapak (6 orang) dan anak muda laki-laki (5 orang) - Mencicil laporan magang	Approved at 19 November 2025 15:30

#### Notes:

1. Copied Form must be attached in report when registering for exam

In witness whereof the company.



Annisa Aliviani

Coordinator Marcomm Hub

Please sign along with the Company's stamp



## Daily Task

STUDENT ID 00000089621

STUDENT NAME : Nisrina Shidqi Nabila

COMPANY NAME : Yayasan Lembaga Alam Tropika Indonesia

No	Date	In	Out	Duties /Responsibilities	Supervisor's Sign
6	19/09/2025	08:00	17:00	<ul style="list-style-type: none"> <li>- Menanam bibit kopi arabika</li> <li>- Sharing discussion bersama kelompok dan dosen-dosen UMN</li> <li>- Membuat tree problem bersama kelompok dan dosen-dosen UMN</li> <li>- Mencicil laporan magang</li> </ul>	Approved at 19 November 2025 15:30
7	20/09/2025	08:00	17:00	<ul style="list-style-type: none"> <li>- Observasi kegiatan ke warga sebelah yaitu dusun Leuwi Waluh</li> <li>- In depth interview bersama Kepala Dusun Pandan Arum</li> <li>- Mencicil laporan magang</li> </ul>	Approved at 19 November 2025 15:30
8	21/09/2025	08:00	17:00	<ul style="list-style-type: none"> <li>- Kerja bakti dan gotong royong di Kampung Sukagalih</li> <li>- Mengambil spot-spot foto di Kampung Sukagalih dan sekitarnya untuk bahan storyboard</li> <li>- Mencicil laporan magang</li> </ul>	Approved at 19 November 2025 15:30
9	22/09/2025	08:00	17:00	<ul style="list-style-type: none"> <li>- Pulang dari on-site 1 Kampung Sukagalih</li> <li>- Mencicil laporan magang</li> </ul>	Approved at 19 November 2025 15:30
10	23/09/2025	08:00	17:00	Pembagian kerja magang berdasarkan divisi	Approved at 19 November 2025 15:30
11	24/09/2025	08:00	17:00	Sharing discussion konsep mindmap dengan hasil temuan yang ada di Kampung Sukagalih bersama LATIN	Approved at 19 November 2025 15:30

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## Daily Task

STUDENT ID 00000089621

STUDENT NAME : Nisrina Shidqi Nabila

COMPANY NAME : Yayasan Lembaga Alam Tropika Indonesia

No	Date	In	Out	Duties /Responsibilities	Supervisor's Sign
12	25/09/2025	08:00	17:00	- Presentasi dari konsep mindmap kepada LATIN - Mencicil laporan magang	Approved at 19 November 2025 15:30
13	26/09/2025	08:00	17:00	Mencicil laporan magang	Approved at 19 November 2025 15:30
14	27/09/2025	08:00	17:00	Mencicil laporan magang	Approved at 19 November 2025 15:30
15	29/09/2025	08:00	17:00	Mencicil laporan magang	Approved at 19 November 2025 15:30
16	30/09/2025	08:00	17:00	- Onsite ke kantor LATIN Bogor - Mengerjakan task yang diarahkan oleh supervisor LATIN	Approved at 19 November 2025 15:30
17	01/10/2025	08:00	17:00	Mencicil laporan magang	Approved at 19 November 2025 15:30
18	02/10/2025	08:00	17:00	- Mencicil task membuat essay dari arahan supervisor LATIN - Mencicil laporan magang	Approved at 19 November 2025 15:30
19	03/10/2025	08:00	17:00	- Mencicil task membuat essay dari arahan supervisor LATIN - Mencicil laporan magang	Approved at 19 November 2025 15:30

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STUDENT NAME : Nisrina Shidqi Nabila

COMPANY NAME : Yayasan Lembaga Alam Tropika Indonesia

No	Date	In	Out	Duties /Responsibilities	Supervisor's Sign
20	04/10/2025	08:00	17:00	Mencicil task membuat essay dari arahan supervisor LATIN	Approved at 19 November 2025 15:31
21	05/10/2025	08:00	17:00	Mencicil task membuat essay dari arahan supervisor LATIN	Approved at 19 November 2025 15:31
22	06/10/2025	08:00	17:00	- Mencicil task membuat essay dari arahan supervisor LATIN - Mencicil laporan magang	Approved at 19 November 2025 15:31
23	07/10/2025	08:00	17:00	- Mencicil task membuat essay dari arahan supervisor LATIN - Mencicil laporan magang	Approved at 19 November 2025 15:31
24	08/10/2025	08:00	17:00	- Mencicil task membuat essay dari arahan supervisor LATIN - Mencicil laporan magang	Approved at 19 November 2025 15:31
25	09/10/2025	08:00	17:00	- Mencicil task membuat essay dari arahan supervisor LATIN - Mencicil laporan magang	Approved at 19 November 2025 15:31
26	10/10/2025	08:00	17:00	- Mencicil task membuat essay dari arahan supervisor LATIN - Mencicil laporan magang	Approved at 19 November 2025 15:31
27	11/10/2025	08:00	17:00	- Mencicil task membuat essay dari arahan supervisor LATIN - Mencicil laporan magang	Approved at 19 November 2025 15:31

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STUDENT NAME : Nisrina Shidqi Nabila

COMPANY NAME : Yayasan Lembaga Alam Tropika Indonesia

No	Date	In	Out	Duties /Responsibilities	Supervisor's Sign
28	12/10/2025	08:00	17:00	- Mencicil task membuat essay dari arahan supervisor LATIN - Mencicil laporan magang	Approved at 19 November 2025 15:31
29	13/10/2025	08:00	17:00	- Mencicil task membuat essay dari arahan supervisor LATIN - Mencicil laporan magang	Approved at 19 November 2025 15:31
30	14/10/2025	08:00	17:00	- Meet online sharing discussion terkait task essay bersama LATIN - Mencicil laporan magang	Approved at 19 November 2025 15:31
31	15/10/2025	08:00	17:00	- Mencicil task membuat essay dari arahan supervisor LATIN - Mencicil task membuat topik overseas untuk E-Magz Forest Culture bersama LATIN	Approved at 19 November 2025 15:31
32	16/10/2025	08:00	17:00	- Mencicil task membuat essay dari arahan supervisor LATIN - Mencicil task membuat topik overseas untuk E-Magz Forest Culture bersama LATIN	Approved at 19 November 2025 15:31
33	17/10/2025	08:00	17:00	- Mencicil task membuat essay dari arahan supervisor LATIN - Mencicil task membuat topik overseas untuk E-Magz Forest Culture bersama LATIN	Approved at 19 November 2025 15:31

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**STUDENT ID** 00000089621

**STUDENT NAME** : Nisrina Shidqi Nabila

**COMPANY NAME** : Yayasan Lembaga Alam Tropika Indonesia

No	Date	In	Out	Duties /Responsibilities	Supervisor's Sign
34	18/10/2025	08:00	17:00	- Mencicil task membuat essay dari arahan supervisor LATIN - Mencicil task membuat topik overseas untuk E-Magz Forest Culture bersama LATIN	Approved at 19 November 2025 15:31
35	19/10/2025	08:00	17:00	Produksi shooting video profil di Kampung Sukagalih	Approved at 19 November 2025 15:31
36	20/10/2025	08:00	17:00	- Mencicil task membuat essay dari arahan supervisor LATIN - Mencicil task membuat topik overseas untuk E-Magz Forest Culture bersama LATIN - Mencicil laporan magang	Approved at 19 November 2025 15:31
37	21/10/2025	08:00	17:00	- Mencicil task membuat essay dari arahan supervisor LATIN - Mencicil task membuat topik overseas untuk E-Magz Forest Culture bersama LATIN - Mencicil edit Behind The Scene untuk video profil - Mencicil laporan magang	Approved at 19 November 2025 15:31

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STUDENT ID 00000089621

STUDENT NAME : Nisrina Shidqi Nabila

COMPANY NAME : Yayasan Lembaga Alam Tropika Indonesia

No	Date	In	Out	Duties /Responsibilities	Supervisor's Sign
38	22/10/2025	08:00	17:00	<ul style="list-style-type: none"> <li>- Mencicil task membuat essay dari arahan supervisor LATIN</li> <li>- Mencicil task membuat topik overseas untuk E-Magz Forest Culture bersama LATIN</li> <li>- Membuat voice over untuk video profil</li> </ul>	Approved at 19 November 2025 15:31
39	23/10/2025	08:00	17:00	<ul style="list-style-type: none"> <li>- Mencicil task membuat topik overseas untuk E-Magz Forest Culture bersama LATIN</li> <li>- Membuat voice over untuk video profil</li> <li>- Mencicil laporan magang</li> </ul>	Approved at 19 November 2025 15:31
40	24/10/2025	08:00	17:00	<ul style="list-style-type: none"> <li>- Mencicil task membuat topik overseas untuk E-Magz Forest Culture bersama LATIN</li> <li>- Membuat thumbnail untuk video profil dan video teaser</li> <li>- Mencicil laporan magang</li> </ul>	Approved at 19 November 2025 15:31
41	25/10/2025	08:00	17:00	<ul style="list-style-type: none"> <li>- Membuat thumbnail untuk video profil dan video teaser</li> <li>- Mencicil laporan magang</li> </ul>	Approved at 19 November 2025 15:31
42	26/10/2025	08:00	17:00	<ul style="list-style-type: none"> <li>- Mencicil laporan magang</li> <li>- Membuat materi promosi konten feeds untuk video profil</li> </ul>	Approved at 19 November 2025 15:31

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COMPANY NAME : Yayasan Lembaga Alam Tropika Indonesia

No	Date	In	Out	Duties /Responsibilities	Supervisor's Sign
43	27/10/2025	08:00	17:00	<ul style="list-style-type: none"> <li>- Mencicil task membuat topik overseas untuk E-Magz Forest Culture bersama LATIN</li> <li>- Membuat materi promosi konten feeds untuk video profil</li> <li>- Membuat 2 video pendek 1 menit</li> <li>- Mencicil laporan magang</li> </ul>	Approved at 19 November 2025 15:31
44	28/10/2025	08:00	17:00	<ul style="list-style-type: none"> <li>- Mengumpulkan task membuat topik overseas untuk E-Magz Forest Culture bersama LATIN</li> <li>- Membuat materi promosi konten feeds untuk video profil</li> <li>- Membuat 2 video pendek 1 menit</li> <li>- Mencicil laporan magang</li> </ul>	Approved at 19 November 2025 15:31
45	29/10/2025	08:00	17:00	<ul style="list-style-type: none"> <li>- Membuat materi promosi konten feeds untuk video profil</li> <li>- Membuat 2 video pendek 1 menit</li> <li>- Mencicil laporan magang</li> </ul>	Approved at 19 November 2025 15:31
46	30/10/2025	08:00	17:00	<ul style="list-style-type: none"> <li>- Membuat materi promosi poster untuk video profil</li> <li>- Membuat 2 video pendek 1 menit</li> <li>- Mencicil laporan magang</li> </ul>	Approved at 19 November 2025 15:31
47	31/10/2025	08:00	17:00	<ul style="list-style-type: none"> <li>- Membuat 2 video pendek 1 menit</li> <li>- Mencicil laporan magang</li> </ul>	Approved at 19 November 2025 15:31

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COMPANY NAME : Yayasan Lembaga Alam Tropika Indonesia

No	Date	In	Out	Duties /Responsibilities	Supervisor's Sign
48	01/11/2025	08:00	17:00	Mencicil laporan magang	Approved at 19 November 2025 15:31
49	02/11/2025	08:00	17:00	Mencicil laporan magang	Approved at 19 November 2025 15:31
50	03/11/2025	08:00	17:00	Mencicil laporan magang	Approved at 19 November 2025 15:31
51	04/11/2025	08:00	17:00	- Bertemu dengan ahli praktisi video profil - Mencicil laporan magang	Approved at 19 November 2025 15:31
52	05/11/2025	08:00	17:00	Berangkat on-site 2 ke Sukabumi	Approved at 19 November 2025 15:31
53	06/11/2025	08:00	17:00	- On-site 2 ke Sukabumi - Mencicil laporan magang	Approved at 19 November 2025 15:31
54	07/11/2025	08:00	17:00	- On-site 2 ke Sukabumi - Mencicil laporan magang	Approved at 19 November 2025 15:31
55	08/11/2025	08:00	17:00	- On-site 2 ke Sukabumi - Mencicil laporan magang	Approved at 19 November 2025 15:31

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COMPANY NAME : Yayasan Lembaga Alam Tropika Indonesia

No	Date	In	Out	Duties /Responsibilities	Supervisor's Sign
56	09/11/2025	08:00	17:00	- On-site 2 ke Sukabumi: Membantu event 3T sebagai PIC kuesioner - Mencicil laporan magang	Approved at 19 November 2025 15:31
57	10/11/2025	08:00	17:00	- On-site 2 ke Sukabumi: Meet online bersama Kak Ica dan Mas Taufik sebagai supervisor LATIN membahas jobdesc lanjutan boost ads - Mencicil laporan magang	Approved at 19 November 2025 15:31
58	11/11/2025	08:00	17:00	- Nonton Bareng video profil bersama warga Kampung Sukagalih - Mencicil laporan magang	Approved at 19 November 2025 15:31
59	12/11/2025	08:00	17:00	- On-site 2 ke Sukabumi - Mencicil laporan magang	Approved at 19 November 2025 15:31
60	13/11/2025	08:00	17:00	- On-site 2 ke Sukabumi - Mencicil laporan magang	Approved at 19 November 2025 15:31
61	14/11/2025	08:00	17:00	- On-site 2 ke Sukabumi: Membantu event EKO SIAGA sebagai MC - Mencicil laporan magang	Approved at 19 November 2025 15:31
62	15/11/2025	08:00	17:00	- On-site 2 ke Sukabumi: Membantu event Halimun Eco Trek sebagai PIC souvenir - Mencicil laporan magang	Approved at 19 November 2025 15:31

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**STUDENT ID** 00000089621  
**STUDENT NAME** : Nisrina Shidqi Nabila  
**COMPANY NAME** : Yayasan Lembaga Alam Tropika Indonesia

No	Date	In	Out	Duties /Responsibilities	Supervisor's Sign
63	16/11/2025	08:00	17:00	Berangkat ke LATIN Bogor	Approved at 02 Desember 2025 23:03
64	17/11/2025	08:00	17:00	Magang on-site LATIN Bogor	Approved at 02 Desember 2025 23:03
65	18/11/2025	08:00	19:00	- Diskusi dengan tim booster social media - Mencicil task yang telah direncanakan - Mencicil laporan magang	Approved at 02 Desember 2025 23:03
66	19/11/2025	08:00	19:00	- Membuat plan dan mengerjakan sheets booster social media bersama tim - Tektokan dengan tim content creative - Mencicil laporan magang	Approved at 02 Desember 2025 23:03
67	20/11/2025	08:00	19:00	- Membantu tim planning mencari akun yang relevan dengan postingan tim content creative - Tektokan dengan tim content creative - Mencicil laporan magang	Approved at 02 Desember 2025 23:03

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STUDENT ID 00000089621

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COMPANY NAME : Yayasan Lembaga Alam Tropika Indonesia

No	Date	In	Out	Duties /Responsibilities	Supervisor's Sign
68	21/11/2025	08:00	19:00	<ul style="list-style-type: none"> <li>- Mengambil footage untuk salah satu content boost</li> <li>- Membantu tim planning mencari akun yang relevan dengan postingan tim content creative</li> <li>- Mencicil laporan magang</li> </ul>	Approved at 02 Desember 2025 23:03
69	22/11/2025	08:00	19:00	<ul style="list-style-type: none"> <li>- Membantu tim planning mencari akun yang relevan dengan postingan tim content creative</li> <li>- Mencicil laporan magang</li> </ul>	Approved at 02 Desember 2025 23:03
70	23/11/2025	08:00	19:00	Mencicil laporan magang	Approved at 02 Desember 2025 23:03
71	24/11/2025	08:00	19:00	<ul style="list-style-type: none"> <li>- Presentasi tugas akhir dan progress magang dengan LATIN</li> <li>- Sharing discussion dengan LATIN</li> <li>- Pulang ke Gading Serpong</li> </ul>	Approved at 02 Desember 2025 23:03
72	25/11/2025	08:00	17:30	<ul style="list-style-type: none"> <li>- Membantu tim executor untuk approach kolaborasi komunitas lain mem-boost content LATIN</li> <li>- Mencicil laporan magang</li> </ul>	Approved at 02 Desember 2025 23:03
73	26/11/2025	08:00	17:30	<ul style="list-style-type: none"> <li>- Membantu tim executor untuk approach kolaborasi komunitas lain mem-boost content LATIN</li> <li>- Meeting dengan komunitas lain untuk membahas kolaborasi content</li> <li>- Mencicil laporan magang</li> </ul>	Approved at 02 Desember 2025 23:03

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STUDENT ID 00000089621

STUDENT NAME : Nisrina Shidqi Nabila

COMPANY NAME : Yayasan Lembaga Alam Tropika Indonesia

No	Date	In	Out	Duties /Responsibilities	Supervisor's Sign
74	27/11/2025	08:00	17:00	- Membantu tim executor untuk approach kolaborasi komunitas lain mem-boost content LATIN - Membandingkan before dan after setelah content dibantu boosting	Approved at 02 Desember 2025 23:03
75	28/11/2025	08:00	19:00	- Membuat dark post (boost konten) berfungsi meningkatkan engage LATIN - Membandingkan before dan after setelah content dibantu boosting - Mencicil laporan magang	Approved at 02 Desember 2025 23:03
76	29/11/2025	08:00	19:00	- Membuat dark post (boost konten) berfungsi meningkatkan engage LATIN - Membandingkan before dan after setelah content dibantu boosting - Mencicil laporan magang	Approved at 02 Desember 2025 23:03
77	30/11/2025	08:00	19:00	- Membuat dark post (boost konten) berfungsi meningkatkan engage LATIN - Membandingkan before dan after setelah content dibantu boosting - Mencicil laporan magang	Approved at 02 Desember 2025 23:03
78	01/12/2025	08:00	19:00	Mencicil laporan magang	Approved at 02 Desember 2025 23:03

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Annisa Ativiani

Coordinator Marcomm Hub

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LAMPIRAN D Surat Pernyataan Penerimaan Magang dari LATIN PRO-STEP (LoA)



Sosial  
Forestri  
2045

Lembaga Alam Tropika Indonesia  
Jl. Sutera No. 1  
Situgede, Kota Bogor  
Indonesia-16115  
www.latin.or.id

Bogor, 23 September 2025

Nomor : 032/SPm/LATIN/IX/2025  
Hal : **Pemberitahuan Penerimaan Mahasiswa/i Magang**  
Lampiran : *Daftar Nama Mahasiswa/i UMN*

Yth.

**Kepala Prodi Komunikasi Strategis, Universitas Multimedia Nusantara**  
di tempat

Dengan hormat,

Menindaklanjuti surat permohonan magang dari Universitas Multimedia Nusantara (UMN), bersama ini kami sampaikan bahwa Lembaga Alam Tropika Indonesia (LATIN) menerima mahasiswa/i UMN untuk melaksanakan kegiatan magang. Kegiatan magang terhitung sejak tanggal 13 September - 1 Desember 2025.

Adapun daftar nama mahasiswa/i yang diterima dapat dilihat pada lampiran surat ini. Mahasiswa/i yang bersangkutan akan ditempatkan pada bidang/divisi yang relevan dengan kompetensi studinya, serta mendapatkan pembimbingan dari staf LATIN selama periode magang berlangsung.

Demikian pemberitahuan ini kami sampaikan. Kami berharap kerja sama yang baik antara LATIN dan UMN dapat terus terjalin dalam mendukung peningkatan kapasitas mahasiswa melalui program magang.

Atas perhatian dan kerja sama yang baik, kami ucapkan terima kasih.

Hormat Kami,

**Direktur Eksekutif**  
**Yayasan Lembaga Alam Tropika**  
**Indonesia**

**Thomas Oni Veriasa**

**Direktur Deputi**  
**Yayasan Lembaga Alam Tropika**  
**Indonesia**

**Febri Sastiviani Putri Cantika**

**Narahubung:** Firman Dwi Yulianto / +62 822-3523-7980

**Wana Kanaya Sembada**

Hutan yang kaya dan rakyat yang makmur, mandiri, dan tangguh.





**Sosial  
Forestri  
2045**

Lembaga Alam Tropika Indonesia  
Jl. Sutera No. 1  
Situgede, Kota Bogor  
Indonesia-16115  
www.latin.or.id

**Lampiran 1 Daftar Nama Mahasiswa/i UMN**

No	Nama	NIM
1	Naisya Da Matta Aralle	00000083318
2	Rio Leonardi	00000077702
3	Jessica Alicia	00000075545
4	Cindy Aurellia Liwang	00000069005
5	Kezia Filandi Wijaya	00000068853
6	Aurelia Melvin S	00000067537
7	Cheryl Reina Filiansie	00000072779
8	Achmad Ezra Valentino	00000073808
9	Sharen Angeline W	00000067844
10	Jessie Yenca Vegustin	00000065172
11	Berlian Theofilia	00000066817
12	Vanessa Rafael Rahmadani	00000079140
13	Nisrina Shidqi Nabila	00000089621
14	Michael Julian Kristanto	00000067635
15	Muhammad Akmal Ramadhan	00000075080

**Wana Kanaya Sembada**

Hutan yang kaya dan rakyat yang makmur, mandiri, dan tangguh.

## LAMPIRAN E Verifikasi Laporan PRO-STEP 04

PRO-STEP-04 Verification Form of Social Impact Initiative Internship Report PRO-STEP  
Social Impact Initiative



### VERIFICATION FORM OF SOCIAL IMPACT INITIATIVE INTERNSHIP REPORT PRO-STEP SOCIAL IMPACT INITIATIVE

Student's Social Impact Initiative Advisor

Name : Selvi Amalia, S.Pi., M.Si.

I , who signed below

Name : Annisa Aliviani

Position : Coordinator Marcomm Hub

Company : Yayasan Lembaga Alam Tropika Indonesia

had received, read and approved the Social Impact Initiative Internship  
Report from

Student ID : 00000089621

Student Name : Nisrina Shidqi Nabila

Period : December 2025

Report Title : The Role of a Performance Analyst in  
Developing LATIN's Instagram

Selasa, 16 Desember 2025

Selvi Amalia, S.Pi., M.Si.  
Student Advisor



Annisa Aliviani  
Supervisor

Sign along with the Company's stamp



LAMPIRAN F Lembar Laporan Bimbingan

**Form Bimbingan Social Impact Initiative Internship Report  
Program Studi Ilmu Komunikasi  
Semester Gasal 2025/2026**

Nama : Nisrina Shidqi Nabila  
NIM : 00000089621  
Angkatan : 2021  
Dosen Pembimbing : Selvi Amalia, S.Pi., M.Si.

Meeting	Tanggal	Jam	Keterangan	Tanggal Approval
1	24 September 2025	14:00	Bimbingan offline pertama bersama Bu Selvi	30 November 2025
2	08 Oktober 2025	14:00	Bimbingan offline kedua bersama Bu Selvi membahas laporan magang	30 November 2025
3	29 Oktober 2025	14:00	Bimbingan offline ketiga bersama Bu Selvi membahas laporan magang	30 November 2025
4	04 November 2025	14:00	Bimbingan offline keempat bersama Bu Selvi membahas laporan magang	30 November 2025
5	07 November 2025	14:00	Bimbingan offline di Sukagalih bersama Bu Selvi	02 Desember 2025
6	18 November 2025	14:00	Bimbingan offline di LATIN bersama Bu Selvi	02 Desember 2025
7	28 November 2025	08:00	Bimbingan online bersama Bu Selvi	02 Desember 2025
8	01 Oktober 2025	14:00	Bimbingan offline bersama Bu Selvi	02 Desember 2025



## LAMPIRAN G Pengecekan Hasil Turnitin



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### UMN Libtii ILKOM 5

#### MAGANG\_NISRINA SHIDQI NABILA.pdf

NISRINA SHIDQI NABILA  
 2025 GANJIL - MAGANG (REGULER & MBKM) ILKOM  
 Universitas Multimedia Nusantara

#### Document Details

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## LAMPIRAN H Dokumentasi Kerja Magang



## LAMPIRAN I *Curriculum Vitae* (CV)

### Nisrina Shidqi Nabila

(+62)851-1701-8835 | [nisrinanabila577@gmail.com](mailto:nisrinanabila577@gmail.com) | [www.linkedin.com/in/nisrinashidqinabila](https://www.linkedin.com/in/nisrinashidqinabila)  
Tangerang, Indonesia

#### PROFILE

I'm a final year Strategic Communications student at Multimedia Nusantara University. I have experience creating, editing, and managing content for campus organizations and personal projects. I'm passionate about the content industry and enjoy working in teams, always looking to contribute and collaborate towards achieving goals

#### EDUCATION

**Multimedia Nusantara University** Tangerang  
Undergraduate Bachelor in Strategic Communications Expected 2026

Cumulative GPA: 3.79/4.0

Relevant Coursework: Creative Content, Social Media Specialist, Content Creator, Events, and related fields

#### WORK EXPERIENCE

**CV Gama Pustaka** Jan 2021 - Dec 2022

Audit Junior

- Compiled transaction reports for over 20 school clients required for audits
- Verified the accuracy of financial reports, ensuring consistency between income and expenses (e.g., invoices)
- Calculated financial reports to ensure balanced statements

**Dicaffe BSD** July 2023 - Dec 2023

Barista Part Time

- Preparing coffee using various methods, including Espresso, Vietnamese Drip, and V60
- Serving over 20 customers during each shift
- Managing cash and transactions with accuracy

**Haoshoku Store** Aug 2024 - Nov 2024

Host Live Part Time

- Increased audience engagement during live broadcasts
- Delivered product information in an engaging and friendly manner
- Produced over 5 product-related content pieces per shift
- Successfully created TikTok content with over 100K views and 1,000+ likes

**PT Telekomunikasi Indonesia (Telkom)** Feb 2025 - Jul 2025

Marketing Intern

- Developed internal campaigns to promote the implementation of Design Principles within the design team
- Conducted in-depth interviews with 10 employees across various Tribes to explore perceptions, pain points, and work habits
- Composed broadcast copy for internal announcements
- Produced and featured as talent in several social media content pieces for Instagram platforms @telkom.design and @livingintelkom

#### ORGANIZATIONAL EXPERIENCE

**UMN TV Gen 9** Feb 2023 - Jan 2024

Social Media Handler Crew

- Managed social media accounts for UMN TV (Instagram, TikTok, Line, LinkedIn)
- Created 3 daily content (reels, feeds) relevant to daily life
- Collaborated with the team to plan and execute engaging and effective content strategies
- Successfully increased content visibility and interaction, achieving 14.4K views

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#### **Hansan Festival - Event Campus**

Equipment & Logistics Crew

Apr 2023 - Nov 2023

- Maintaining and taking care of event supplies and equipment
- Managing all requirements needed for the event

#### **Ndhelik Escape Room UMN (Special Event Class)**

Visual Crew

July 2023 - Dec 2023

- Responsible for planning and creating visual design such as posters and other publication materials
- Collaborated with event, publication, and other teams to produce engaging visual content aligned with the organization's identity
- Developed graphic design and video editing skills using software such as Canva and Capcut

#### **Career Day UMN 2023**

Head of Public Relations

Sep 2023 - Nov 2023

- Led, managed, and developed communication strategies in collaboration with the team
- Built and maintained strong relationships with internal and external media to boost event visibility
- Created promotional and digital content plans to effectively attract and engage the audience
- Successfully promoted the UMN Career Day 2023 event, achieving over 1.000 attendees, exceeding the established target
- Successfully increased content visibility and interaction, achieving 33.9K views

#### **TVONAIR 9.0**

Content Coordinator

Dec 2023 - May 2024

- Developed effective content strategies to enhance engagement across various social media platforms (Instagram, TikTok)
- Managed a creative team in producing content materials
- Designed editorial calendars and coordinated regular content distribution according to predefined schedules
- Successfully increased content visibility and interaction, achieving 24.9K views

#### **UMN TV Gen 10**

Head of Publications Department

Feb 2024 - Jan 2025

- Led and managed the publications department, including planning and executing social media content strategies
- Designed and executed engaging Instagram feed design concepts for Instagram UMN TV
- Developed structured and creative content plans
- Built strong relationships with the crew through effective communication
- Responsible for improving collaboration and achieving more productive
- Successfully increased content visibility and interaction, achieving 41.8K views

#### **UMN TV Gen 11**

Treasurer UMN TV

Feb 2025 - Present

- Managed organizational finances, including budgeting, expense tracking, and financial reporting
- Handled income and expenditures to ensure transparent and accountable financial management
- Prepared financial reports and documentation for internal evaluations and organizational needs
- Coordinated with other divisions to support program funding and maintain financial efficiency

#### **ACHIEVEMENTS**

- Best crew Publication as Social Media Crew UMN TV Gen 9 (2023)
- Winner of the Short Video Competition "**Identifikasi Budaya dan Identitas Bambu Kabupaten Tangerang**" 2024 (2nd place in the Student Category)
- Best crew Board of Director as Head of Publication UMN TV Gen 10 (2024)

N U S A N T A R A