

SECRETARY MANAGEMENT DIVISION ON FASHION SHOW OF TRADITIONAL, CONTEMPORARY, ECO- FRIENDLY COSTUME AND FASHION CARNIVALS AT POLBENG BUSINESS EXPO CHAPTER II

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ABSTRACT

This final project aims to implement and document the roles and responsibilities of a secretary in administrative management within the Fashion Show division at the Polbeng Business Expo Chapter II. The implementation of this project focuses on applying secretarial management standards to ensure operational flow and systematic documentation. The project procedures were conducted through several stages, including administrative planning, inter-divisional coordination, and registration execution. The results of this project demonstrate the successful fulfillment of secretarial duties, which include drafting legal documents, proposals, and managing correspondence systematically. Within the scope of the Fashion Show competition, the project executor managed the administration for 78 participants divided into four main categories: Traditional (42 participants), Contemporary (13 participants), Eco-friendly (12 participants), and Fashion Carnival (11 participants). The achievement of this project confirms that the application of effective administrative management and coordination functions is a fundamental pillar in the successful execution of large-scale events.

Keywords: Secretary, Fashion Show, Administration Management.