

MAYA DEWI

Junior IT Project Coordinator

Jakarta, Indonesia | Phone: 0845825994 | Email: mayadewi@email.com

SUMMARY

Recent graduate with a Bachelor's degree in Information Technology. Strong academic background with a GPA above 3. Skilled in project coordination, communication, and documentation. Eager to apply theoretical knowledge to practical project management scenarios. Excellent problem-solving abilities and a proactive approach to learning and development.

EXPERIENCE

PT TEKNOLOGI MAJU BERSAMA - Jakarta, Indonesia

Junior IT Project Coordinator (July 2023 – Present)

- Assisted in coordinating IT projects, including scheduling, resource allocation, and progress tracking.
- Facilitated communication between project stakeholders, including IT teams, clients, and vendors, to ensure project objectives were met.
- Prepared project documentation, including project plans, status reports, and meeting minutes, to keep stakeholders informed and aligned.
- Contributed ideas for process improvements and participated in team meetings to discuss project strategies and challenges.

EDUCATION

UNIVERSITAS TRISAKTI (2019 - 2023)

Bachelor of Information Technology - GPA 3.6

SKILLS

- Project coordination
- Communication
- Documentation
- Problem-solving
- Time management
- Team collaboration
- Microsoft Office Suite