

Imam Adji Mauludi

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Jakarta, Indonesia

ABOUT ME

Experienced in the development of educational programs, the facilitation and operation of training programs, and the use of learning technology. With expertise in designing learning modules, data analysis, and project management, I am proficient in using various educational technologies, LMS, various multimedia tools, as well as data analysis and visualization with Excel. I have a strong interest in learning technology innovation and have been involved in multimedia content development as well as ICT-based project management. As a *Tech-savvy* and fast-learning individual, I am always enthusiastic about exploring new things and looking for creative solutions to optimize the learning process.

EXPERIENCE

Bitlabs Academy – Tangerang July 2024 - Feb 2025
Student Success – Learning and Development Operations Internship

- Facilitate Pra-Kerja programs, Studi Independent Bersertifikat (SIB), and Corporate Training by coordinating with *cross-functional teams*, including trainers and mentors.
- Guiding 50 students in the SIB Data Analytic for Business program and ensuring smooth classroom operations and monitoring learning progress through the LMS platform.
- Compile 11+ weekly reports with quantitative data analysis of IPA (*Importance Performance Analysis*) and qualitative for program evaluation.
- Manage and analyze participant data using Excel and Google Sheets to improve program effectiveness and successfully achieve a complete rate of two classes above 90% per week.
- Nominated as Best Intern with a *Performance Review score* of 3.8/4.0.

Laboratorium Pendidikan Masyarakat FIP UNJ – Jakarta Aug 2024 - Dec 2024
Content Developer - MOOCs Universitas Negeri Jakarta

- Developing multimedia content for the "Human Rights Education" learning module on the UNJ MOOCs platform.
- Collaborate with the team to take and edit more than 10 learning videos and upload them to UNJ's LMS MOOCs.
- Write and compose interactive learning module content in accordance with *Self-Paced Learning principles*.
- [Course Link](#) – [Certificate Link](#)

Growth Hub Indonesia – Indonesia Nov 2023 - Mar 2024
Academic Team Internship

- Managed the live broadcast of the talk show "Get Close to MSIB" with over 300 views per episode on YouTube.
- Developed 5 career preparation modules for the MSIB Mentoring Program with a multimedia approach.
- Manages a database of over 3,300 participants using Google Sheets and facilitates 14 Google Classroom classes with over 2,000 users.

PKBM Pandu Pelajar Mandiri - Lapas Narkotika Kelas IIA Jakarta – Jakarta Sep 2023 - Dec 2023
Fasilitator

- Conducting a *Learning Need Analysis* for 50+ correctional inmates to identify their learning needs.
- Prepare a budget and training *timeline*, as well as design and implement 7 training programs based on the needs that have been identified.
- Compiled 4+ learning modules to support the learning process of the program.
- Supporting the social reintegration process of the inmates through an art performance entitled "Jawara."

SENTRA TERPADU PANGUDI LUHUR BEKASI, KEMENTERIAN SOSIAL RI – Bekasi May 2023 - Jul 2023
Fasilitator Taman Baca Inklusi

- Conducting library services at the Taman Baca Inklusi as well as teaching basic literacy for 20 beneficiary children at STPL Bekasi.
- Helping with 4 children and 7 adults with disabilities.
- Develop activity programs for children based on Theory of multiple intelligences.

EDUCATION

UNIVERSITAS NEGERI JAKARTA – Jakarta August 2020 - August 2024
Bachelor of Community Education - IPK 3.83 / 4.00

- Become an Assistant Lecturer for Web Based Training courses.
- Played an active role in the preparation and implementation of 5+ agendas as well as research on study programs and faculties.

ORGANIZATIONAL EXPERIENCE

LEMBAGA LEGISLATIF MAHASISWA PRODI PENDIDIKAN MASYARAKAT UNJ Feb 2022 - Feb 2023
Ketua Umum

- Define and share the organization's goals, job descriptions, and vision with 20 members.
- Planning 9 work agendas during the period.
- Conduct a three-month performance review with 20 members.

VOLUNTEER

MBKM MEMBANGUN DESA – Desa Sirnajaya, Kecamatan Sukamakmur, Bogor	Oct 2022 - Dec 2023
<i>Fasilitator</i>	
<ul style="list-style-type: none">Implementing 6 sustainability-based programs: Desa Digital, Desa Cerdas, Desa Wisata, Sanggar Tani Muda, Sociopreneur, dan Sekolah Perempuan.Develop and manage <i>project-based learning programs</i> that are tailored to the potential and needs of the village.Approaching residents and identifying the needs and potential of the community.Set a budget and training timeline for Desa Digital program.Communicate with stakeholders, including village officials and community leaders, to support the implementation of the program.	

CERTIFICATE

<ul style="list-style-type: none">Excel Basics for Data Analysis IBM – Certificate LinkPelatihan Peningkatan Kompetensi Instruktur Lembaga Kursus dan Pelatihan P3PAUD DIKMAS – Certificate Link	<div>Issued Nov 2024</div> <div>Issued Mar 2021</div>
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SKILLS & SOFTWARE

<ul style="list-style-type: none">Hard SkillsSoft SkillsSoftware	<div>: Project Management, Training & Development, Adult Learning Theory, Data Analysis, Multimedia Development, LMS Management, ICT Integration.</div> <div>: Critical Thinking, Problem Solving, Leadership, Strong Communication, Collaboration, Tech Savvy.</div> <div>: Microsoft Excel, Google Workspace, Canva, Capcut PC, LMS Platforms, Data Visualization Tools.</div>
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