

WAHYU YOGA PRATAMA

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Yogyakarta, Indonesia

Bachelor's degree in Management with experience as an Executive Secretary, possessing strong competencies in business analysis, corporate governance, and strategic administration. Experienced in building stakeholder relationships and partnership initiatives, with proven analytical, critical thinking, and communication skills in information management and cross-functional coordination.

Work Experiences

PT. Jogja Tama Tri Cita - Sleman, Yogyakarta

Oct 2024 - Feb 2026

Executive Secretary

The company operates across business certification, professional certification, event management, and tourism training sectors.

- Networking & Communication: Served as the main liaison between executives, internal departments, and external partners, effectively communicating meeting agendas and outcomes to more than 10 stakeholders monthly
- Initiative & Entrepreneurship: Initiated and implemented a digital archiving system from scratch, reducing document retrieval time by 30% and improving operational efficiency
- Analytical & Critical Thinking: Developed three national tender proposals using data-driven analysis, contributing to an 82% success rate
- Cross-Functional Coordination: Managed logistics and budgeting for 234 business trips annually, ensuring smooth internal and external operations

Dinas Kesehatan Kabupaten Pati - Pati, Jawa Tengah

May 2019 - Sep 2021

Administrative Staff

- Public Service Communication: Delivered clear and effective administrative services to hundreds of community members, improving service satisfaction
- Internal Networking & Collaboration: Coordinated with five integrated service units to develop two standardized administrative SOPs
- Analytical Problem Solving: Designed a structured document coding system, improving retrieval efficiency by 40% for 500+ documents annually
- Operational Support: Supported administrative operations for 10+ public health programs serving approximately 5,000 participants

Education Level

Sekolah Tinggi Ilmu Ekonomi Pariwisata API - Sleman, Yogyakarta

Sep 2020 - May 2024

Bachelor of Economics (Management), 3.59/4.00

- Relevant Coursework (Analytical & Managerial Focus): Critical Analysis & Business Judgment: Business Feasibility Studies, Financial Statement Analysis, Investment Risk Management Simulation.
- Strategic Communication & Decision-Making: Managerial Economics, Human Resource Management.

Organisational Experience

Mas & Mba Jawa Tengah Association Central Java - Central Java

Sep 2024 - Sep 2025

Head of Tourism Division

- Led entrepreneurial and partnership initiatives, developing 10+ collaborative programs with MSMEs and tourism stakeholders for empowerment and development

Indonesian Tourism Student Association - Indonesia

Mar 2023 - Mar 2024

Head of Public Relations

- Built and maintained formal and informal partnerships with 15+ tourism industry stakeholders, securing internship opportunities for over 50 students

Founder & Coordinator of the Campus Ambassador Program - Sekolah Tinggi Ilmu Ekonomi Pariwisata API Yogyakarta

Feb 2023 - May 2024

Founder

- Established the organization from the ground up, defining vision, structure, and recruiting 20 founding members while leading campus representation initiatives

Skills, Achievements & Other Experience

- Hard Skills:** Data Analysis & Reporting Strategic Document & Administrative Management Project & Event Management Business Proposal & Report Development
- Soft Skills & Core Competencies:** Stakeholder Networking & Public Relations Strategic & Interpersonal Communication Critical Thinking & Analytical Problem Solving Leadership & Entrepreneurial Initiative Team Coordination & Collaboration

- **Software & Tools:** Microsoft Office Suite, Google Workspace
- **Training & Certifications:** TOEFL ITP – ETS (Score: 603), 2024 - TOP 10 Mas & Mba Jawa Tengah – Provincial Government of Central Java, 2024 – Public communication & networking excellence 2nd Place Tourism Ambassador of Pati Regency – 2019 – Representation & stakeholder engagement skills