

# RONALD SEBASTIAN

Jl. Permana Blok E6 No.16, Bandung, +6285156723849, ronaldsebastian58@gmail.com

Date of birth	12 June 1996	Nationality	Indonesia
Place of birth	Cimahi	Driving license	SIM A, SIM C

LINKS [LinkedIn](#), [Instagram](#), [Github](#) Portofolio

**PROFILE**

I'm a very sociable person and can work with people I just met. I am also a person who can make decisions quickly and accurately, even when situations are precarious or under stress. I also like to find alternative solutions to various kinds of problems. I am also open to all possible solutions. Creativity really helps me to be a good leader because I can anticipate various problems. For me, every job is important. Doing it carefully and as much as possible is a form of my responsibility.

## EMPLOYMENT HISTORY

Mar 2024 — Present	<b>Quality Assurance Agency Staff, Parahyangan Catholic University</b> Bandung
	<ol style="list-style-type: none"><li>1. Preparing necessary materials for internal and external audits to ensure the quality of processes and academic outcomes.</li><li>2. Developing and evaluating quality assurance policies and procedures.</li><li>3. Conducting surveys and analyzing stakeholder satisfaction related to service quality.</li><li>4. Compiling evaluation reports and improvement recommendations.</li><li>5. Supporting the implementation of accreditation and certification standards.</li><li>6. Providing training and socialization related to quality improvement.</li></ol>
Sep 2019 — Feb 2023	<b>Industrial Engineering Admin, Parahyangan Catholic University</b> Bandung
	<ol style="list-style-type: none"><li>1. Prepare lecturer and student data (such as letters, functional position documents, archives, etc.)</li><li>2. Dies FTI designer and videographer</li><li>3. Prepare student trial files to be tested (such as practical work, thesis.)</li><li>4. Verification of student document data</li><li>5. Data recap of examiners and thesis advisors for honorarium, Etc.</li><li>6. Teach co-workers to use programs that increase work efficiency and effectiveness</li><li>7. Prepare data for accreditation of majors and study programs</li></ol>
Mar 2019 — Aug 2019	<b>Leader of Computer Operations Asset Inventory, Parahyangan Catholic University</b> Bandung
	<ol style="list-style-type: none"><li>1. Responsible with project data</li><li>2. Control asset inventory data</li><li>3. Monitor unique IDs in google sheets for two Teams</li><li>4. Create unique QR codes to give to field teams</li><li>5. Submit photo of item to google form and create unique ID for it</li><li>6. Create macros and VBa encoding for efficiency and simplicity of work, Etc.</li></ol>
2018 — 2018	<b>Freelance Designer , DH Consulting</b> Bandung
	<ol style="list-style-type: none"><li>1. Designing logo for company</li><li>2. Designing poster for promotion</li><li>3. Designing name cards for each personnel, Etc.</li></ol>
2018 — 2018	<b>Freelance Designer, Wagoon Coffee</b> Bandung
	<ol style="list-style-type: none"><li>1. Design menu for promotion</li><li>2. Design name cards</li><li>3. Design member cards</li><li>4. Design new apron for each barista</li><li>5. Design poster for instagram feeds &amp; story, Etc.</li></ol>

## INTERNSHIPS



Aug 2018 — Jan 2019	<b>BUMN Certified Apprentices as Office Operator, PT. Telkom Indonesia</b>	Bandung
	<div><div></div><div><div><div>1. Recap of OJT assessment data</div><div>2. Recording certified internship attendance</div><div>3. Create a certified apprenticeship evaluation survey</div><div>4. Designing the GPTP learning book</div><div>5. Make a certified internship survey report</div><div>6. Crosscheck apprentice data &amp; Confirm the LEA for apprentice payroll</div><div>7. Helps to schedule and recap GPIIP interviewer data</div><div>8. Creating GPIIP Presence &amp; Guidelines Video Content, Etc.</div></div></div></div>	
2016 — 2018	<b>Apprentices as Office Operator, Parahyangan Catholic University</b>	Bandung
	<div><div></div><div><div><div>1. Employee personal data entry</div><div>2. Assisting in making employee master data</div><div>3. Alignment of BPJS allowance data</div><div>4. Data entry for teaching decision letters for lecturers</div><div>5. Help designing poster and banner for training</div><div>6. Data entry lecturers teaching advantages</div><div>7. Edit POD and IKA with new changes from LPM, Etc.</div></div></div></div>	
<hr/>		
EDUCATION		
May 2022 — Jun 2023	<b>Master Degree, STMIK LIKMI</b>	Bandung
	<div><div></div><div><div>Business Information System   Technology Information   Graduate's with Honour's   GPA 3.93</div><div>Getting Know About :<div><div></div><div><div><div>• Data Management</div><div>• Business Process Management</div><div>• Introduction to Information Systems</div><div>• Object Oriented Programming</div><div>• IT Strategic Planning and Governance</div><div>• Enterprise Information Systems</div><div>• Information Systems Project Management</div></div></div></div></div></div></div>	
2019 — 2021	<b>Bachelor Degree, Widyatama University</b>	Bandung
	<div><div></div><div><div>Faculty of Economics &amp; Business   Management   Graduate's with Honour's   GPA 3.48</div><div>Getting Know About :<div><div></div><div><div><div>• Budgeting For Companies</div><div>• Compensation Reply System</div><div>• E-Business</div><div>• Leadership And Group Dynamics</div><div>• Management project</div><div>• Money and capital market</div><div>• Organizational Behavior</div><div>• Research Methods For Business &amp; Management</div><div>• SAP Human Resources</div><div>• Statistical Data Analysis</div><div>• Training and Development</div></div></div></div></div></div></div>	
2015 — 2018	<b>Associate's degree, Parahyangan Catholic University</b>	Bandung
	<div><div></div><div><div>Faculty of Economic   Company Management   Graduate's with Honour's   GPA 3.24</div><div>Getting Know About :<div><div></div><div><div><div>• Accounting</div><div>• Company Financial Management</div><div>• Digital Marketing</div><div>• Human Resource Management</div><div>• Investment &amp; Funding</div><div>• Management Information System</div><div>• Marketing Communication</div><div>• Office Management</div><div>• Operation Management</div></div></div></div></div></div></div>	



- Law in Business
- Statistics & Business Management
- Taxation

Organization:

- Public Relation Div. Coordinator, Company Management Association
- Publication Div. Coordinator, D3 Sport Competition 2017
- Publication & Documentation Div. Coordinator, SIAP FE 2017
- Chairman, 2016 Karniival Event
- Deputy Chairman, Al-Fien Social Service Event

2012 — 2015	Medikacom Vocational High School	Bandung
	<ul style="list-style-type: none"><li>• Getting know about software and hardware</li><li>• Learn to use software development</li><li>• Creating basic PHP, JavaScript, Visual Basic</li></ul>	

SKILLS	Microsoft Word, Excel, PowerPoint	Google Script
	Google Docs, Sheets, Slides	Star UML
	IBM SPSS Statistics	PostgreSQL
	Rapid Miner	Python
	Visual Basic	HTML & CSS

COURSES

Mar 2019 — Mar 2021	Certified Junior Office Operator, Badan Nasional Sertifikasi Profesi
Jul 2021 — Present	Google G Suite Workspace: Google Docs, Forms, Sheets, Slides, Udemy
Jul 2021 — Present	Adobe Illustrator CC - Essentials, Udemy
Sep 2021 — Present	Learning Excel: Data Analysis, LinkedIn
Sep 2021 — Present	SEO Training Masterclass 2021: Beginner SEO To Advanced SEO, Udemy
Sep 2021 — Present	Statistics: Effectively Displaying Data, Alison
Sep 2021 — Present	The Complete SAP Analytics Cloud Course 2021, Udemy
Sep 2021 — Present	HTML & CSS - Certification Course for Beginners, Udemy
Sep 2021 — Present	Python Complete Course for Python Beginners, Udemy
Sep 2021 — Present	Python Programming - Form Basic to Advanced Level [2021], Udemy

LANGUAGES	Indonesian	Native speaker	English	Very good command
-----------	------------	----------------	---------	-------------------