

RONALD SEBASTIAN

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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	Quality Assurance Agency Staff, Parahyangan Catholic University Bandung <div><div></div><div><div>1. Melakukan audit internal dan eksternal untuk memastikan kualitas proses dan hasil akademik.</div><div>2. Mengembangkan dan mengevaluasi kebijakan dan prosedur penjaminan mutu.</div><div>3. Melakukan survei dan analisis kepuasan stakeholder terkait kualitas layanan.</div><div>4. Menyusun laporan hasil evaluasi dan rekomendasi perbaikan.</div><div>5. Mendukung implementasi standar akreditasi dan sertifikasi.</div><div>6. Melakukan pelatihan dan sosialisasi terkait peningkatan mutu.</div></div></div>
Sep 2019 — Feb 2023	Industrial Engineering Admin, Parahyangan Catholic University Bandung <div><div></div><div><div>1. Prepare lecturer and student data (such as letters, functional position documents, archives, etc.)</div><div>2. Dies FTI designer and videographer</div><div>3. Prepare student trial files to be tested (such as practical work, thesis.)</div><div>4. Verification of student document data</div><div>5. Data recap of examiners and thesis advisors for honorarium, Etc.</div><div>6. Teach co-workers to use programs that increase work efficiency and effectiveness</div><div>7. Prepare data for accreditation of majors and study programs</div></div></div>
Mar 2019 — Aug 2019	Leader of Computer Operations Asset Inventory, Parahyangan Catholic University Bandung <div><div></div><div><div>1. Responsible with project data</div><div>2. Control asset inventory data</div><div>3. Monitor unique IDs in google sheets for two Teams</div><div>4. Create unique QR codes to give to field teams</div><div>5. Submit photo of item to google form and create unique ID for it</div><div>6. Create macros and VBa encoding for efficiency and simplicity of work, Etc.</div></div></div>
2018 — 2018	Freelance Designer , DH Consulting Bandung <div><div></div><div><div>1. Designing logo for company</div><div>2. Designing poster for promotion</div><div>3. Designing name cards for each personnel, Etc.</div></div></div>
2018 — 2018	Freelance Designer, Wagoon Coffee Bandung <div><div></div><div><div>1. Design menu for promotion</div><div>2. Design name cards</div><div>3. Design member cards</div><div>4. Design new apron for each barista</div><div>5. Design poster for instagram feeds & story, Etc.</div></div></div>

INTERNSHIPS

Aug 2018 — Jan 2019

	BUMN Certified Apprentices as Office Operator, PT. Telkom Indonesia	Bandung
	<ol style="list-style-type: none"> 1. Recap of OJT assessment data 2. Recording certified internship attendance 3. Create a certified apprenticeship evaluation survey 4. Designing the GPTP learning book 5. Make a certified internship survey report 6. Crosscheck apprentice data & Confirm the LEA for apprentice payroll 7. Helps to schedule and recap GPIIP interviewer data 8. Creating GPIIP Presence & Guidelines Video Content, Etc. 	
2016 — 2018	Apprentices as Office Operator, Parahyangan Catholic University	Bandung
	<ol style="list-style-type: none"> 1. Employee personal data entry 2. Assisting in making employee master data 3. Alignment of BPJS allowance data 4. Data entry for teaching decision letters for lecturers 5. Help designing poster and banner for training 6. Data entry lecturers teaching advantages 7. Edit POD and IKA with new changes from LPM, Etc. 	

EDUCATION

May 2022 — Jun 2023	Master Degree, STMIK LIKMI	Bandung
	Business Information System Technology Information Graduate's with Honour's GPA 3.93 Getting Know About : <ul style="list-style-type: none"> • Data Management • Business Process Management • Introduction to Information Systems • Object Oriented Programming • IT Strategic Planning and Governance • Enterprise Information Systems • Information Systems Project Management 	
2019 — 2021	Bachelor Degree, Widyatama University	Bandung
	Faculty of Economics & Business Management Graduate's with Honour's GPA 3.48 Getting Know About : <ul style="list-style-type: none"> • Budgeting For Companies • Compensation Reply System • E-Business • Leadership And Group Dynamics • Management project • Money and capital market • Organizational Behavior • Research Methods For Business & Management • SAP Human Resources • Statistical Data Analysis • Training and Development 	
2015 — 2018	Associate's degree, Parahyangan Catholic University	Bandung
	Faculty of Economic Company Management Graduate's with Honour's GPA 3.24 Getting Know About : <ul style="list-style-type: none"> • Accounting • Company Financial Management • Digital Marketing • Human Resource Management • Investment & Funding • Management Information System • Marketing Communication • Office Management • Operation Management 	

- 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">• Getting know about software and hardware• Learn to use software development• Creating basic PHP, JavaScript, Visual Basic	

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
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