

Hermawan Setyo Rahardjo

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Summary of Qualifications

- Leadership : Commissioner at Associated Students of Santa Monica College
- Language : Proficient in English, Bahasa Indonesia, Malay, spoken and written
- Communication: Worked as a student help at Santa Monica College bookstore

Education

University of California, Berkeley Fall 2012-Spring 2014
Major: Economics

Santa Monica College Fall 2012-Summer 2012
Cummulative GPA: 3.76 Santa Monica, CA

Seattle Central Community College Winter 2012-Summer 2012
Cummulative GPA: 3.93 Seattle, WA

Experience

P.O WIDJI Bus Company, various accounting and managerial assistant, Lamongan, Indonesia

- Arranging schedules for departing and incoming busses
- Creating spreadsheets for the company
- Being present in various business meetings with the owner

SMC bookstore, student help

- Answering phone calls from customers
- Assisting customers finding their books
- Inventory and stocking

Activities

Santa Monica College Associated Students

Commissioner, Director of Instructional Support

- Creating posters and pamphlets for events created by the director
- Promoting events

Future Business Leadership of America at Seattle Central Community College

Secretary

- Creating minutes
- Keeping record of attendance and participation

International Students Forum

Officer of Publicity

- Inviting members in every club's event
- Creating and maintaining Facebook page for the club
- Advertising the club through various means

SKILLS/INTEREST/HONORS

Skills : Ms Word, Ms Excel, Power Point, Photoshop, Persuasion

Interest : Hiking, Beach Volleyball, Survivor, Big Brother

Honors : Founder's day award for Malay Language, St. Andrew's Secondary School