Curriculum vitae

Personal Information

FIRST NAME / SURNAME	Reza Briyan Pratama
ADDRESS	Jl. Masjid Al Farouq No.20A, Kukusan, Depok
TEL	(+62) 813-6655-9971
EMAIL	reza95line@gmail.com
DESIRED POSITION	**Business & Operation Intern**

Education

CURRENT GPA	**3.36/4.0**
DATES	September 2013 - 2017 (Expected Graduation)
PROGRAM	Undergraduate Student
MAJOR	**Information System**
INSTITUTION	**University of Indonesia**
RELATED COURSE COMPLETED	- Principles of Management - Enterprise Resource Planning - Supply Chain Management - Customer Relationship Management - Communication, Business, and Technic - Software Engineering - IT Project Management

Skills and Competences

TECHNICAL	- Able to use **Microsoft Office Word, Excel, and PowerPoint** - Able to code in PHP and Java
COMMUNICATION	- **English**, fluent in both oral and written - **Indonesia**, native

Curriculum vitae

Experience

POSITION	**Vice Head of Legislation Commission**, Student Council of Computer Science Faculty
DATES	February 2014 - February 2015
RESPONSIBILITIES	- Assist the Head of Legislation Commission in leading a team of 8 people. - Review students' organizational regulation and create new regulations as needed.

POSITION	**Staff of Student Advocacy and Welfare Department,** Student Board of Computer Science Faculty
DATES	February 2016 - now
RESPONSIBILITIES	- Assist faculty students regarding faculty related matters, such as tuition, scholarship, etc. - Collect students' aspirations regarding the faculty

POSITION	**Staff of Mentor,** Pembinaan Mahasiswa Baru (PMB)
DATES	June 2015 - December 2015
RESPONSIBILITIES	- Guide 7 new students in adapting to college life. - Organize events held by PMB.

POSITION	**Teaching Assistant for Enterprise Resource Planning**
DATES	February 2016 - now
RESPONSIBILITIES	- Assist lecturer to prepare study materials - Grade students' assignments and quizzes. - Supervise SAP Lab sessions, quizzes, and exams.