



Greta Tanudjaja

Date of birth: 04/02/1993 | Nationality: Indonesian | Gender: Female |

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3726 Connecticut Ave NW #510, 20008, Washington, United States

● EDUCATION AND TRAINING

01/2020 – 12/2020 – United States

Bachelor of Science in Information Technology – University of Massachusetts Lowell

Completed classes:

- Introduction to Programming W/C I
- Introduction to HTML
- Introduction to the Linux/Unix Operating System
- Survey of Programming Languages
- Python Programming
- Introduction to Java Programming

2011 – 2014 – United States

Bachelor of Science in Supply Chain Management – University of Maryland - Robert H. Smith School of Business

2009 – 2012 – United States

Associate of Arts in General Business – Shoreline Community College

● WORK EXPERIENCE

06/2015 – CURRENT – United States

COST ESTIMATOR/PROJECT ASSISTANT – HS Solutions, LLC

- Collaborated in the estimating process by reviewing drawings and specifications, doing takeoffs, creating BOMs, and preparing the proposals.
- Managed the operations/finance side of the company by sending invoices to customers on time and keeping track of the money flow.
- Prepared and organized project submittals, operations and maintenance manuals, and warranties.
- Assisted in the estimating process by reviewing drawings and specifications, doing takeoffs, creating BOMs, and preparing the proposals.
- Supported the business development team with administrative needs.

10/2018 – 05/2019

MATH TUTOR VOLUNTEER – For Love of Children

- Assisted students individually and helped them improve their math skills.
- Developed tutoring resources, monitored students' progress, identified areas needing improvement, and prepared students for tests.

08/2013 – 12/2014 – United States

LEONARDTOWN'S COMMUNITY ASSISTANT – University of Maryland

- Managed multiple priorities in a timely manner, while serving customers, by performing daily administrative tasks such as answering the phone, organizing the keys and logging the mail.
- Maintained the safety of residents and provided excellent customer service.
- Successfully and effectively worked as a team as well as individually.

06/2013 – 08/2013 – Indonesia

INFORMATION TECHNOLOGY & UNDERWRITING – PT Maskapai Reasuransi Indonesia Tbk

- Successfully collected and organized the company's financial data for easier input into its database system.
- Developed a strategy for implementing the company's new data system while meeting strict time constraints.
- Trained the accounting staff in various duties such as calculating dividends per share.

● **LANGUAGE SKILLS**

Mother tongue(s): **INDONESIAN**

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
ENGLISH	C2	C2	C1	C1	C2
GERMAN	B1	B1	B1	B1	B1

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

● **DIGITAL SKILLS**

Microsoft Office | Perl | Ruby | Python | CSS | HTML | Java | SQL | C++ | Javascript | C | XML | LinuxUnix | C-Sharp