

CURRICULUM VITAE



Name : Nur Astuti Wijareni Sudarbo
Place/Date of Birth : Tangerang, 18 Februari 1992
Address : Pinang Griya Permai, Jl. Beo B558, Ciledug Tangerang
Mobile Phone : 081289913887 / 085966741950

SUMMARY

My bachelor degree focused on International Relation, Social and Politic Faculty in University of Prof. Dr. Moestopo. I finished it in 4 years with GPA 3.44. Beside my formal Study, i also involved into many group discussion, diplomation courses, Language courses (English, and once French Language) to increase my skill.

My first time experience is when i had an internship program held by Chevron Indonesia Company named 'Cooperative Program' as an admin under Expatriate, Formalities&Services. I was mostly assigned to work with Government of Indonesia which is *SKK MIGAS*, and *Kementrian Tenaga kerja*

The second experience is after i finished my study at University. i joined Chevron for the second time and still as an admin support to replace maternity leave. At that time i worked with many engineers, met new people and assigned mostly to *Kementrian Lingkungan Hidup Indonesia*.

My last experience is as an assitant of director of an event organizer which work under Government of Indonesia, Kementrian Perindustrian. My Multitasking and under pressure skill had sharpened when i inovolved into many big events held by this company.

At last, i would explain that i used to work in a tight time, work in a team, meet ne people, networking and work under deep pressure without having deep stressful. I believe my combination of experience is an excellent match for position you described for your need.

FORMAL EDUCATION

1998 - 2004	Sang Timur Catholic Elementary School, Ciledug - Tangerang
2004 - 2007	Sang Timur Catholic Junior High School , Ciledug – Tangerang
2007 – 2010	Budi Luhur Senior High School, Ciledug - Tangerang
2010 - 2014	University of Prof. Dr. Moestopo (Social and Political Science Bachelor degree)

INFORMAL EDUCATION

2001 – 2008	English Language Course at Ganesha English Institute, Tangerang
2010 – 2012	English Language Course at LIA
2011	Short Diplomation Course Held by University of Prof. Dr. Moestopo

EXPERIENCES

➤ English Teacher (Kindergarten level to High School)

2010 - 2012

Responsible for:

- ✓ Upgrading the English skill of Kindergarten to High School Students
- ✓ High School Student Preparation for National Examination(English subject)

Skills Gained:

- ❖ English in Deep
- ❖ Strong Kids Handling

➤ 3 Months Internship Program in Chevron Indonesia Company (Cooperative Program) As Admin HR Expatriate, Formalities & Services.

2013

Responsible For:

- ✓ Provide Expatriates Documents to fulfil accountability to SKK Migas
- ✓ Provide expatriates Data to Audit Files

Skills Gained:

- ❖ New Orientation in Office environmental
- ❖ Work in Group
- ❖ Microsoft Office in Deep (Excel)
- ❖ Work in Deadline

➤ **2 Months in Admin HES Compliance & Advisory Chevron Indonesia Company (in charge of replacing Maternity leave) 2014**

Responsible For:

- ✓ Provide full secretarial and admin support to the Manager and all the Management Support team. manage the draft letters, organise meetings, and fielding phone calls.
- ✓ Responsible for the Manager outward programmes (visit and travel) including travel bookings (flight and accommodation) in Indonesia, arrange meetings and invitations. Manage and prepare for Inward visits and events, work closely with the whole Chevron and every third part Officer, and Drivers. Organise the Manager's representational events (Breakfast, Lunch, Dinner, Supper, Reception, Meetings).
- ✓ Work with the Management Support Team to provide additional administrative support including but not limited to arranging calls, travel bookings, support and assist with visits planning.

Skills Gained:

- New experience and information in Health, Environmental & Safety Department
- Microsoft Outlook in Deep
- Strong Knowledge and Handling in Admin support and secretarial responsibilities.

➤ **Admin for Event Organizer (PT. GLOBAL MULTI SARANA)**

2015 – 2016

Responsible for :

- Organizing Admin needs in every events
- Preparing Reports as an Obligation to Industry Ministry of Indonesia
- Handling two big events:
 - ✓ Penghargaan Kawasan Industri 2015 (Kemenperin)
 - ✓ Forum Discussion Group (Kemenperin)
- Responsible for the Manager outward programmes (visit and travel) including travel bookings (flight and accommodation) in Indonesia, arrange meetings and invitations. Manage and prepare for Inward visits and events, work closely with the whole Chevron and every third part Officer, and Drivers. Organise the Manager's representational events (Breakfast, Lunch, Dinner, Supper, Reception, Meetings).
- Work with the Management Support Team to provide additional administrative support including but not limited to arranging calls, travel bookings, support and assist with visits planning.

Skills Gained :

- New experience and information in Event Organizer.
- New Deep information in organizing big events



UNIVERSITAS PROF. DR. MOESTOPO
(BERAGAMA)

TRANSKRIP NILAI
ACADEMIC TRANSCRIPT

No.Seri Transkrip : 23069

N.I.M : 2010-22-032

Nama : NURASTUTI WIJARENI SUDARBO

Tempat/Tgl.Lahir : TANGERANG, 18 Februari 1992

Fakultas : ILMU SOSIAL

Jurusan : ILMU HUBUNGAN INTERNASIONAL

	MATAKULIAH SUBJECT	SKS C.H	NILAI GRADE
1	PHI 101 PENDIDIKAN AGAMA	2	A
	PHI 102 PENDIDIKAN KEWARGANEGARAAN	2	A
	PHI 103 PENGANTAR ILMU POLITIK	3	A
	PHI 104 PENGANTAR SOSIOLOGI	3	A
5	PHI 105 PENDIDIKAN PANCASILA	2	A
	PHI 106 BAHASA INDONESIA	2	B
	PHI 107 EKONOMI DAN PEMBANGUNAN NASIONAL	3	B
	PHI 108 SEJARAH HUBUNGAN INTERNASIONAL	3	C
	PHI 109 BAHASA INGGRIS	3	A
10	PHI 110 PENGANTAR FILSAFAT	3	A
	PHI 111 DINAMIKA POLITIK INDONESIA	3	A
	PHI 112 PENGANTAR ILMU HUKUM	3	B
	PHI 113 ANTROPOLOGI BUDAYA	3	A
	PHI 114 STATISTIK SOSIAL	3	B
15	PHI 115 PENGANTAR ILMU HUBUNGAN INTERNASIONAL	3	B
	PHI 116 PEMIKIRAN POLITIK BARAT	3	A
	PHI 201 BAHASA INGGRIS HUBUNGAN INTERNASIONAL	3	A
	PHI 202 METODE PENELITIAN SOSIAL	3	A
	PHI 203 DIPLOMASI MODERN	3	A
20	PHI 204 POLITIK INTERNASIONAL	3	B
	PHI 205 KEBIJAKAN LUAR NEGERI INDONESIA	3	B
	PHI 206 TEORI HUBUNGAN INTERNASIONAL	3	B
	PHI 207 HUKUM INTERNASIONAL	3	B
	PHI 208 DIPLOMASI INDONESIA	3	A
25	PHI 209 ORGANISASI INTERNASIONAL	3	A
	PHI 210 TEORI KEAMANAN INTERNASIONAL	3	A
	PHI 211 TEORI EKONOMI POLITIK INTERNASIONAL	3	A
	PHI 212 MEDIA DAN KOMUNIKASI INTERNASIONAL	2	B
	PHI 213 PERAN INTERNASIONAL CHINA	3	A
30	PHI 214 PERAN INTERNASIONAL RUSIA	3	B
	PHI 215 KEWIRUSAHAAN	2	A
	PHI 301 PERAN INTERNASIONAL AMERIKA SERIKAT	3	B
	PHI 302 PERAN INTERNASIONAL JEPANG	3	A
	PHI 303 DINAMIKA KAWASAN PASIFIK SELATAN	3	C
35	PHI 304 ASEAN DAN DINAMIKA KAWASAN ASIA TIMUR	3	A
	PHI 305 DINAMIKA KAWASAN TIMUR TENGAH DAN AFRIKA	3	A
	PHI 306 DINAMIKA KAWASAN ASIA SELATAN DAN TENGAH	3	A
	PHI 310 METODE PENELITIAN HUBUNGAN INTERNASIONAL	3	B
	PHI 311 DINAMIKA KAWASAN EROPA	3	B
40	PHI 312 DINAMIKA KAWASAN AMERIKA	3	C

	MATAKULIAH SUBJECT	SKS C.H	NILAI GRADE
	PHI 316 DINAMIKA PEMIKIRAN EKOPOLIN	3	B
	PHI 317 INDONESIA DALAM EKOPOLIN	3	B
	PHI 318 PEMBANGUNAN INTERNASIONAL	3	A
	PHI 401 SEMINAR PILIHAN MASALAH	3	C
	PHI 402 ISU-ISU AKTUAL DALAM HUB. INTERNASIONAL	3	B
	PHI 403 BAHASA ASING	3	A
	PHI 404 MAGANG	2	B
	PHI 405 REZIM PERDAGANGAN INTERNASIONAL	3	B
	PHI 406 REZIM KEUANGAN INTERNASIONAL	3	B
	PHI 407 GLOBALISASI & REGIONALISASI DLM EKOPOLIN	3	A
	PHI 500 SKRIPSI	6	A
	Judul Skripsi :		
	KEBIJAKAN EKONOMI POLITIK INDONESIA DALAM PENANAMAN MODAL		
	ASING SEKTOR ENERGI GEOTHERMAL 2007-2013.		
	Lulus Sarjana Sosial Tanggal 22 September 2014		
	Jumlah SKS Diperoleh : 149		
	Indeks Prestasi : 3.46		
	Predikat Kelulusan : SANGAT MEMUASKAN		



SKS : Sistem Kredit Semester
C.H : Credit Hours



Jakarta, 11 Desember 2014

Rektor

Prof. Dr. H. Sunarto, M.Si.

Website : www.moestopo.ac.id, E-mail : rektorat@moestopo.ac.id



Chevron Indonesia Company



CERTIFICATE

Is hereby presented to:
Nurastuti Wijareni Sudarbo

To certify that she has completed to

CO-OPERATIVE – PROGRAM
HR Expatriate & Formalities
From July 22, 2013-October 21, 2013

With the score B

Anastasya Adipriyanti

Team Leader Training Services

A = Outstanding

B+ = Very Good

B = Good

C = Satisfactory

D = Sufficient

E = Failed

UNIVERSITAS PROF. DR. MOESTOPO (BERAGAMA)
J A K A R T A

Memberikan ijazah kepada

Nurastuti Wijareni Sudarbo

lahir di Tangerang, pada 18 Februari 1992
nomor pokok mahasiswa: 2010-22-032

program pendidikan

Sarjana Strata Satu

Fakultas Ilmu Sosial dan Ilmu Politik

program studi Ilmu Hubungan Internasional

status Terakreditasi

berdasarkan Surat Keputusan Badan Akreditasi Nasional Perguruan Tinggi
Departemen Pendidikan Nasional Republik Indonesia
nomor.: 036/BAN-PT/Ak-XIII/ST/1/2011 tertanggal 7 Januari 2011.

Ijazah ini diserahkan setelah yang bersangkutan memenuhi semua persyaratan yang ditentukan,
dan kepadanya dilimpahkan segala wewenang dan hak yang berhubungan dengan ijazah yang dimilikinya,
serta berhak memakai gelar akademik SARJANA ILMU SOSIAL (S.Sos.) setelah dinyatakan lulus pada 22 September 2014.



Dr. Himsar Silaban, MM

UPDM (B)



Jakarta, 4 Desember 2014
Rektor,

Prof. Dr. H. Sunarto, M.Si. /

UPDM (B)