



Kusavianto Wardhana (Dhana)

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Career Overview

I am an experience Project Officer that has 4 years experience in managing project/businesses for various industries. I am looking for opportunity to step up my career by utilising my experience and skills that I developed throughout the years.

Skills

- Fluent English speaker and writer.
- Excellent communication and interpersonal skills.
- Ability to organised work schedule and excellent time management skills.
- Ability to work under pressure and tight deadlines.
- Experience to lead and work in a team.
- Experience on delivering and developing presentations or lessons.
- Advance computer skills (Microsoft Office suites, email and internet).
- Experience and ability to organise events and projects.
- Problem solving skill.

Abilities

- Willingness to learn and ability to learn new concepts.
- Flexible and adaptable to changes.
- Self-motivated, energetic and goal orientated person.
- Willingness to take responsibilities and challenges.
- Friendly and open minded personality.
- Creative and innovative.

Employment History

Rumah Steak, Sidoarjo

February 2014 - Current

Owner, Co Founder

- Dealing with suppliers and Conduct purchasing activities
- Recruiting and Managing Staffs
- Developing and Conducting Marketing Plan
- Identify and Solve problems
- Developing Networks to create any new Business Ideas

Bread n Beyond, Surabaya Indonesia

Milkwhale, Surabaya Indonesia

May 2013 - December 2013

(Bread n Beyond and Milkwhale are online based creative design company who produce Animated Explainer Video and Infographic for Startup based in US, Europe and Australia.)

Account Manager

- Organised proposal to bid for tenders
- Liaised with clients on a regular basis to answer questions, project's follow up and bidding purposes.
- Developed and maintained good working relationship with clients and contractors.
- Keep current on latest trends in the Start Up Industry.
- Managed client's Project from creative discussion to end result.
- Updated clients record.
- Managed company blog.

Navitas English, Sydney Australia

January 2012 – March 2013

Employment Pathways Unit

(Navitas English is the provider of Adult Migrant English Program (AMEP) in Sydney metropolitan area. Employment Pathways Unit is a unit within Navitas English that runs courses for AMEP students to guide them in to employment and further training.)

Pathways to Work Advisor

- Developed job searching workshop materials for students from non English speaking background.
- Conducted job searching workshops.
- Developed and maintained a good relationship with students, teachers, trainers and other colleges' staff.
- Conducted one on one coaching sessions with students to assist them to become job ready.

- Assisted Team Leader to develop course statistics in order to analyse the trends.
- Worked closely with teachers, trainer and other staff.
- Organised and conduct marketing strategy to promote courses within internal and external organisations.
- Identified and solve any problems that arise.

Young Christian Workers (YCW), Sydney Australia

August 2010 – January 2012

(YCW is a community organisation that runs community education projects. The organisation is youth base movement that aims to empower young people through running projects in the community.)

Projects Coordinator

- Developed plan, implement and evaluate number of projects in regular basis with volunteers and other staff members.
- Coordinated teams of volunteers to run number of projects.
- Planned and executed marketing strategies to recruit volunteers and participants for each project.
- Wrote monthly report for Management team on monthly basis.
- Worked along with Grant Officer to develop funding proposals.
- Recruited, trained and provided ongoing support for volunteers.
- Organised social activities, trainings and different activities for volunteers, clients and for interim organisation.
- Developed and maintained a relationship with different Organisations, Education providers and Government agencies to identify the issues in the community.

Volunteer Experience

Kelas Inspirasi Surabaya

Mey 2014 - Current

Organizer

- Conduct screening process for the volunteer teacher
- Worked along with other organizer to finished the tasks

Parramatta Young Christian Worker

June 2012 - Current

Management Team, Treasurer

- Oversee organisation budget and financial report every month.
- Liaise with bookkeeper regularly.
- Involve in staff recruitment.
- Assist the Coordinator to develop budget.
- Develop strategic plan.
- Meet with staff and Coordinator regularly to identify any issues that arise.

International Students Project

September 2009 – June 2010

- Organised workshops for International students at TAFE Granville.
- Conducted a quantitative research in accommodation issue.

The Hills Holroyd Parramatta Migrant Resource Centre

April – July 2009

Volunteer

Education and Other Training

Business Development and Networking Foundation Course

February 2013

Navitas English In House Training (Glimmer Management Consultant)

Coaching and Mentoring

May 2011

Western Sydney Community Forum, Parramatta NSW Australia

Diploma of Community Welfare

July 2008 – June 2010

TAFE South Western Sydney Institute, Granville, NSW Australia

Interest and Hobbies

Sports (football, swimming and basketball)

Read autobiography books

Volunteering

Music (Jazz, Blues, Folk and Rock)

Travelling

Photography

Referees

Praveen Mathew

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Young Christian Worker

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