



MARK PIGOME

Administrasion & Information Technology

About Me

I am a versatile and results-driven professional with a broad background spanning administration, logistics, IT, and field operations. Across roles in Indonesia and the U.S., I have consistently demonstrated strong leadership, problem-solving, and cross-functional coordination—key capabilities for a career in Human Resources.

From managing reefer container teams and coordinating inventory systems to overseeing technicians and communicating with stakeholders across regions, I have developed the ability to manage people, resolve conflicts, and maintain accountability across diverse environments.

My experience includes building digital infrastructure, overseeing brand development, and managing internal communications, all of which contribute to my understanding of organizational culture, performance tracking, and team dynamics. Whether creating structured reports for SCM Freeport, training in HVAC and maintenance, or supporting operational logistics in university labs, I bring a hands-on, people-focused approach to every task.

Fluent in both English and Bahasa Indonesian, I excel in multicultural environments and communication-heavy roles. I am adaptable, detail-oriented, and committed to aligning people with purpose—making me well-equipped to support HR functions such as workforce management, training coordination, and employee engagement.

My Contact

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☎ +62 0852 - 1812 - 5850

📍 Kuala Kencana RT.3 / No. 32

🌐 <https://resume-markpigome.vercel.app/>

Hard Skill

- Workforce coordination and Task delegation
- Microsoft: Office Outlook, Word, Excel, Powerpoint
- Coding: HTML, CSS, & Javascript
- Fluent in English & Bahasa
- Social Media Manager & Copywriter
- Marketing & Brand Development
- Photoshop, Canva, Blender, FL Studio, Capcut

Soft Skill

- Observation
- Problem Solving
- Autodidact
- Adaptable
- Multi-tasking
- Creativity
- Attention to detail

Sites Done

- www.pjp.co.id
- <https://jomonal.vercel.app/>
- <https://batu-emas-inn.vercel.app>

Education Background

Arizona State University
Computer Science 2021

St. Mary's Catholic High School
High School 2016

Our Lady of Mount Carmel
Middle School 2012

Professional Experience

PT. Panjasa Intradin | Administrasion

1 April 2024 - PRESENT

- Manage cold chain logistics and maintenance for 383 Carrier reefer containers supplying food across Papua's highland and lowland regions—341 units for PT. Pangansari Utama and 42 for PRIMO.
- Analyze real-time data daily via the LYNX Fleet system to detect critical/non-critical alarms, internal ice buildup, or offline units.
- Notify and coordinate with technicians located in Surabaya, Jakarta, the Cargo Dock/Portsite, and Highland areas to ensure timely fault resolution and system reliability.
- Oversee spare parts inventory; maintain minimum stock levels and submit material requests to Surabaya and Jakarta when needed.
- Supervise manual temperature readings for 150+ units in the LIP 32 PSU warehouse; verify technician logs and cross-check abnormalities using LYNX Fleet data.
- Prepare and issue work orders for container repairs, including part tracking and technician task documentation.
- Compile and submit daily reports detailing reefer unit conditions, alarms, and technician activity.
- Produce monthly summary reports to SCM Freeport, highlighting key wins, technical issues, and inventory actions.
- Utilize Microsoft Excel and Outlook daily for data management, technician coordination, and internal communication.
- Currently developing a new website to enhance the company's digital infrastructure and operational efficiency.

PT. Pengembangan Jaya Papua | Marketing, Admin, IT, Maintenance

June 5 2023 - April 1 2024

- Managed the C-Panel server as the administrator and creator of PT. Pengembangan Jaya Papua's website, ensuring secure and stable operations.
- Developed a custom digital system to streamline maintenance technician work orders, improving task delegation and reporting efficiency.
- Led social media marketing efforts across all company platforms, with a focus on brand development and boosting online engagement.
- Designed visually impactful promotional materials—including flyers and event posters—using Adobe Photoshop for campaigns and corporate celebrations.
- Captured high-resolution photography to enhance the company website's visual storytelling and professional presentation.
- Authored all website content and blog articles, producing informative and engaging material to support PJP's digital communication strategy.

ACU Heating & Cooling | Air Conditioning Installation

November 2021 - August 2022

Key responsibilities:

- Installed HVAC systems at ACU Heating & Cooling
- Managed air conditioning unit installations with expertise
- Handled intricate wiring tasks
- Adeptly bent copper components by hand
- Employed advanced soldering techniques for copper pipes
- Demonstrated strength by lifting units weighing 100+ lbs
- Contributed to eco-friendly practices by recycling metal scraps

Arizona State University - Bio Design Lab | Warehouse Worker

September 2019 - May 2021

Key responsibilities:

- Managed facility logistics at ASU Bio Design Laboratory
- Operated autoclaves and heavy -80 & -20 freezers
- Transported equipment between labs with precision
- Contributed to lab efficiency through meticulous handling
- Coordinated equipment placement for seamless operations