

Mark Pigome  
Kuala Kencana RT.3 / No. 32  
+62 0852 - 1812 - 5850  
[mpigome44@gmail.com](mailto:mpigome44@gmail.com)  
13 September 2024

Hiring Manager  
Global Expat  
Position ID 4157  
Japan, Kyoto

Dear Hiring Manager,


I am excited to apply for the position at your 5\* International Chain Boutique Hotel, scheduled to open in Q4 2025. Having grown up in Arizona, USA from the age of 10 to 25, I am fluent in both written and spoken English, and I bring a diverse background in administration, IT, and marketing, which I believe would make me a valuable asset to your hotel's pre-opening and future operations.

My professional experience includes working at Arizona State University's Bio Design Lab, Uber, and ACU Heating and Cooling, which helped me develop strong problem-solving and multitasking skills in diverse settings. In my current role at PT. Panjasa Intradin, I manage 383 containers for high-profile clients, ensuring smooth operations and logistics. This, coupled with my marketing and brand development expertise from previous roles, has honed my ability to manage digital strategies and create engaging content to elevate brand presence.

With proficiency in tools like Photoshop, Canva, and HTML, CSS, Javascript. I have successfully launched websites and managed digital marketing campaigns that align with business goals. My adaptability and leadership skills, alongside my administrative and analytical capabilities, will contribute to creating impactful strategies for your hotel's launch and continued success.

I would be thrilled to bring my passion for high-end hospitality, combined with my operational and marketing experience, to help make your hotel a success. I look forward to the opportunity to discuss how my background can support your objectives.

Thank you for your time and consideration. I am excited about the opportunity to join your team.

Sincerely,  


Mark Pigome

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Sincerely,  


Mark Pigome

Mark Pigome  
Kuala Kencana RT.3 / No. 32  
Papua, Indonesia  
mpigome44@gmail.com  
+62 0852 - 1812 - 5850

To:  
HRD Manager  
PT. Freeport Indonesia  
JL Sq, No. II/405 Tbg, Kwamki,  
Jl. Mimika Baru, Kuala Kencana,  
Kec. Kuala Kencana,  
Kabupaten Mimika, Papua 99971

Dear Ibu Nursanti,

I, the undersigned:

Name: Mark Pigome  
Place, Date of Birth: Sentani, 4 April 1998  
Address: Kuala Kencana RT.3 / No. 32, Papua, Indonesia  
Phone: +62 0852 - 1812 - 5850  
Email: mpigome44@gmail.com

Hereby apply for the position at PT. Freeport Indonesia. I have a strong background in administration and information technology with specific expertise in HTML, CSS, and JavaScript. In my current role as an admin at Panjasa Intradin, I am responsible for managing 383 containers for Pangansari and Primo across the Timika highland and lowland areas.

Although I did not complete my college education, I have gained valuable work experience both in the United States and in my current role at Panjasa. I am also highly proficient in both English and Bahasa Indonesia, having spent 15 years growing up in Arizona State, USA. My diverse experience in areas such as marketing, brand development, and data analysis has sharpened my ability to manage digital strategies and create engaging content. I am also skilled in using tools like Photoshop, Canva, Blender, and FL Studio, allowing me to create visually appealing and impactful designs.

In addition, I have hands-on experience with HVAC systems and strong skills in Microsoft Excel, social media management, and copywriting. I am known for being a quick learner, adept at multitasking, and easily adaptable to new challenges.

I believe that with my experience and skills, I can make a significant contribution to PT. Freeport Indonesia. I sincerely hope to have the opportunity to participate in further selection processes where I can explain in more detail the potential I can bring.

Thank you for your attention and consideration. I look forward to the possibility of joining PT. Freeport Indonesia.

Salam,



Mark Pigome

Dear Mr. Lim,

I hope this message finds you well.

I am writing to formally request a loan of Rp 170,000,000, as we have previously discussed. The loan will follow Bank Mandiri's Kredit Serbaguna Mandiri (KSM) rate, as per your request, with an interest rate of 10% and a repayment tenor of three years. The monthly repayment amount will be Rp 5,485,422.

To facilitate the repayment process, I kindly request that you deduct this amount from my salary each month until the loan is fully repaid.

I greatly appreciate your support and am fully committed to adhering to this agreement. Please let me know if you require any additional documentation or formalities.

Thank you once again for your understanding and assistance.

Kind regards,



Mark Antonio Pigome  
Admin  
Panjasa-Intradin  
+62 852 – 1812 – 5850  
+1 480 – 549 –4405

Mark Antonio Pigome  
Kuala Kencana RT.3 / No. 32  
Papua, Indonesia  
mpigome44@gmail.com  
+62 0852 - 1812 - 5850

21 August 2024

Hiring Manager

Dear Hiring Manager,

I am writing to express my interest in the position within your organization. With a strong background in administration and information technology, coupled with diverse experience in various industries, I am confident in my ability to contribute positively to your team.

In my current role as Admin in Panjasa Intradin (In Indonesia), I manage 383 containers for Pangansari and Primo across the Timika highland and lowland areas. This experience has developed my organizational skills, attention to detail, and the ability to thrive in fast-paced environments.

Though I did not complete my college education, I have accumulated significant professional experience both in the United States and Indonesia. My 15 years in Arizona, USA, have also made me proficient in both English and Bahasa Indonesia. I have hands-on expertise in HTML, CSS, JavaScript, as well as proficiency in tools such as Photoshop, Canva, Blender, and FL Studio.

In addition, I have experience in HVAC systems, social media management, data analysis, and copywriting. I am known for my quick learning ability, adaptability, and strong multitasking skills, which I believe will allow me to contribute effectively to your team.

I am excited about the opportunity to bring my skills and experiences to your organization. Thank you for considering my application. I look forward to the possibility of discussing how I can contribute to your team.

Sincerely,



Mark A. Pigome

Yang Terhormat Ibu Dr. Martha Pigome, SH, M. Hum,

Saya berharap surat ini menemui Ibu dalam keadaan sehat dan sejahtera. Nama saya Medy Maria Magdalena Pigome, dan saat ini saya sedang menempuh pendidikan di Arizona State University (ASU). Saya menulis surat ini dengan penuh harapan memohon bantuan keuangan untuk melunasi tunggakan biaya kuliah saya. Karena tanpa melunasi biaya ini, saya tidak dapat melanjutkan studi ke semester berikutnya.

Per tanggal September 2024, jumlah tunggakan saya di Arizona State University mencapai USD 10,986.91 (sekitar IDR 170,000,000). Rincian biaya ini mencakup berbagai macam biaya seperti uang kuliah, biaya kesehatan, asuransi, dan biaya pendidikan lainnya. Saya lampirkan rincian tagihan untuk Ibu tinjau.

Saat ini, keluarga saya mengalami kesulitan keuangan yang membuat kami sangat sulit untuk membayar tagihan ini tepat waktu. Hal ini menghalangi saya untuk melanjutkan studi di semester berikutnya, dan mengancam kelangsungan perjalanan akademis saya.

Mengingat posisi Ibu dan pemahaman Ibu tentang pentingnya pendidikan, saya dengan penuh kerendahan hati memohon bantuan Ibu untuk membantu saya melunasi kewajiban finansial ini. Bantuan ini akan memungkinkan saya melanjutkan pendidikan saya dan mencapai tujuan akademis serta karir saya di masa depan.

Saya akan sangat berterima kasih atas bantuan atau nasihat yang dapat Ibu berikan. Terima kasih sebelumnya atas pertimbangan Ibu terhadap permohonan saya ini. Dukungan Ibu akan sangat berdampak pada masa depan saya dan kelanjutan pendidikan saya.

Hormat saya,  
Medy Maria Magdalena Pigome  
WhatsApp: +1 - 480 438 8933



Arizona State University  
Medy Pigome  
ID: 1222328315  
As of date: 09/20/2024 02:32 PM

Fall 2024 Charge History

Description	Charge	Amount paid	Balance
ASU Payment Plan Fee	\$200.00	\$0.00	\$200.00
Campus Health Services M	\$60.00	\$0.00	\$60.00
Digital Integrated Course Mtrl	\$95.91	\$0.00	\$95.91
Financial Aid Trust Fee Tempe	\$58.00	\$0.00	\$58.00
Health Services NL	\$10.00	\$0.00	\$10.00
Health and Wellness Fee	\$80.00	\$0.00	\$80.00
International Student Fee	\$200.00	\$0.00	\$200.00
Recreation Fee	\$25.00	\$0.00	\$25.00
Stdnt Services Facility Fee	\$100.00	\$0.00	\$100.00
Student Account Late Fee	\$200.00	\$0.00	\$200.00
Student Athletics Fee	\$75.00	\$0.00	\$75.00
Student Health Insurance OReg	\$1,045.00	\$0.00	\$1,045.00
Student Programs Fee UG	\$35.00	\$0.00	\$35.00
Tuition UG NonRes AZ HS	\$8,608.00	\$0.00	\$8,608.00
Undergraduate College Fee 2	\$195.00	\$0.00	\$195.00
Totals \$10,986.91		\$0.00	\$10,986.91







# MARK PIGOME

Administrasion & Information Technology

## My Contact

✉ mpigome44@gmail.com

☎ +62 0852 - 1812 - 5850

📍 Kuala Kencana RT.3 / No. 32

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

## Hard Skill

- Coding: HTML, CSS, & Javascript
- Outlook, Word, Excel, Powerpoint
- Fluent in English & Bahasa
- Social Media Manager & Copywriter
- Financial Analyst
- Marketing & Brand Development
- Photoshop, Canva, Blender, FL Studio, Capcut

## Soft Skill

- Observation
- Problem Solving
- Autodidact
- Adaptable
- Multi-tasking
- Creativity
- Active English Language

## Sites Done

- [www.pjp.co.id](http://www.pjp.co.id)
- <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

## About Me

I am a versatile and results-driven professional with a strong background in administration, IT, marketing, and technical operations. With experience managing large-scale logistics, website development, and brand growth, I thrive in roles that require problem-solving, adaptability, and attention to detail. My expertise extends to integrating open-source projects from GitHub to develop and enhance applications, leveraging innovative solutions to optimize performance and functionality. Whether overseeing container logistics, designing digital content, or ensuring seamless HVAC installations, I bring a hands-on approach, a commitment to excellence, and a passion for innovation. Fluent in both English and Bahasa Indonesian, I excel in cross-functional collaboration and effective communication, always striving to enhance efficiency and drive results.

## Professional Experience

PT. Panjasa Intradin | Administrasion

1 April 2024 - PRESENT

Key responsibilities:

- Manage 383 containers that supplies food to Timika High land and Lowland (Pangansari & Primo).
- Post Daily Reports and location of each containers in Timika or if transfer to Surabaya or Jakarta
- File paperwork: Ship Manifest incoming and outgoing. Safety Meeting Report. Monthly Reefer Report.
- Manual Check of each containers in LIP 32
- Monitor Each container on Lynx Fleet system to make sure it's not broken.
- Report any critical / non critical alarms of each containers
- Use Microsoft Excel Daily and Outlook to manage containers and make new systems and send emails.

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

June 5 2023 - April 1 2024

Key responsibilities:

- Admin and creator of PJP's Website / Server Manage C-panel ([www.pjp.co.id](http://www.pjp.co.id))
- Social Media Marketing for all PJP's Social Accounts, Brand Development for PJP
- Utilize Photoshop & Design Flyers and Posters for PJP Events / Holidays
- Photographer for PJP Website. Author for all PJP's Website Content and Blogs

Maintenance Training:

- Fix Reefer Container Units
- Fix & Clean Air Conditioning
- Change Gas for Kitchen, Fix Water Pipes

Victoria Imports Arizona | Website & Brand Development

15 June 2022 - 27 August 2023

Key responsibilities:

- Built an innovative website ([www.victoriaimportsaz.com](http://www.victoriaimportsaz.com))
- Content Strategy
- Digital Marketing
- SEO Marketing

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

Uber | Chauffeur

August 2021 - December 2022

Key responsibilities:

- Provided premium transportation services to diverse clientele
- Ensured safe and comfortable rides with a high level of professionalism

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



Yth. Dr. Martha Pigome, SH, M. Hum, Penjabat Bupati Paniai,

Saya berharap email ini menemui Ibu dalam keadaan sehat dan sejahtera. Nama saya Israel Imanuel Johanes Pigome, dan saat ini saya masih terdaftar sebagai siswa di Hillcrest International School. Melalui email ini, saya memohon bantuan Ibu terkait dengan tunggakan biaya sekolah yang belum bisa dilunasi oleh orang tua saya.

Berdasarkan tagihan terakhir yang diterima pada 16 September 2024, jumlah tunggakan yang belum terbayar mencapai USD 32.298,98, atau sekitar IDR 499.019.241 dengan kurs Rp 15.450. Kondisi finansial keluarga saya saat ini membuat kami tidak mampu melunasi jumlah tersebut, sehingga saya harus tinggal di rumah saat ini dan tidak dapat melanjutkan kegiatan sekolah.

Tunggakan ini berdampak besar pada masa depan pendidikan saya. Pihak sekolah menahan transkrip nilai & ijazah SMA saya karena pembayaran yang belum diselesaikan, yang mengakibatkan saya tidak dapat melanjutkan pendidikan ke perguruan tinggi. Kondisi ini benar-benar menghambat impian saya untuk melanjutkan studi ke jenjang lebih tinggi.

Oleh karena itu, dengan segala kerendahan hati, saya memohon kepada Ibu agar berkenan memberikan bantuan dana untuk melunasi tunggakan biaya sekolah ini. Saya sangat berharap dapat melanjutkan pendidikan tanpa hambatan lebih lanjut dan mencapai cita-cita saya.

Sebagai lampiran, saya sertakan tagihan resmi dari Hillcrest International School sebagai bukti tunggakan yang harus dilunasi. Terima kasih banyak atas perhatian, waktu, dan bantuan Ibu. Saya sangat menghargai segala pertimbangan dan dukungan dari Ibu.

Hormat saya,  
Israel Imanuel Johanes Pigome

