



MARK PIGOME

Administrasion & Information Technology

My Contact

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📍 Kuala Kencana RT.3 / No. 32

🌐 <https://mark-pigome-resume.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
- <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 dedicated professional with a strong background in administration and IT, specializing in HTML, CSS, and JavaScript. In my current role as an admin at Panjasa Intradin, I manage 383 containers for Pangansari and Primo across Timika's highland and lowland. I've gained extensive experience in marketing, brand development, and data analysis, managing digital strategies and creating engaging content. Proficient in tools like Photoshop and Canva, I excel in multitasking, quick learning, and adapting to challenges, ensuring impactful results in every project.

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)
- 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)
- 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