



MARK PIGOME

Administrasion & Information Technology

My Contact

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📍 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
- <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)
- 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