

# OLIVIA AUGUSTA SOEYATNO

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## ABOUT ME

Information Systems student with a strong interest in **Product Management**. Experienced in requirement gathering, managing stakeholders, and product development through university projects, internship and competitions. Motivated to apply analytical thinking, communication and digital skills to build impactful user-centered products that create value for organizations and society.

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## EDUCATION

### BINA NUSANTARA UNIVERSITY

Aug 2022 - 2026

School of Information Systems

- Specialization in Digital Technology with Current GPA: 3.91

### LOYOLA COLLEGE SENIOR HIGH SCHOOL

Jul 2019 - May 2022

Natural Sciences

Graduating with Average Score: 89.96

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## AWARDS & ACHIEVEMENTS

### BINUS APPRECIATION 2025 AWARDEE

Jun 2025

- Recognition of National Competition Achievement in 2025 which has brought recognition to BINUS University. This event celebrated regional, national, and international competition achievements.

### SIS APPRECIATION DAY 2025 AWARDEE

Jun 2025

- Recognition of Excellent Academic Achievement in 2025 with minimum GPA: 3.75 and contributed to non-academic pursuits. This event **celebrated the top 5%** of Information Systems students in 2025.

### 3rd Winner of RISE! IT-Business Case Competition 2024

Oct 2024

Issued by Department of Information Systems, Institut Teknologi Sepuluh Nopember (ITS) Surabaya

- Developed a digital integration strategy for PT INALUM to improve technology efficiency through integrated automation concepts systems.

### SIS APPRECIATION DAY 2024 AWARDEE

Jun 2024

- Recognition of Excellent Academic Achievement in 2024 with minimum GPA: 3.75 and contributed to non-academic pursuits, and issued by School of Information Systems BINUS.

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## WORK EXPERIENCE

### Product Manager Intern - PT Kalbe Farma

Feb 2025 - Jan 2026

Digital Technology Division

- Conducted requirement gathering and created technical documentation (URS, FSD, SLA, DSD, etc) to facilitate business needs into a best practices product lifecycle specifications for two ongoing projects.
- Collaborated with functional teams (Software Engineer, UI/UX Designer, AI Engineer, etc) under Agile methodology to manage timelines, team coordination, validate features, and ensure project alignment.
- Supported product development for internal and external coordination in several projects by assisting in documentation, research and digital process optimization.

### Scholarship Mentor

Feb 2024 - Aug 2024

Student Advisory and Support Center BINUS

- Guided mentees in building academic motivation, measurable progress in study performance and goals.
- Offered assistance and enabling mentees to refined their skills and enhanced their potential.

### Information Systems Case Study Club Member

Feb 2024 - Jan 2025

School of Information Systems BINUS

- Collaborated with teams to analyzed business cases and proposed data-driven digital transformation solutions.

<b>Activist of Campus Organization</b> Bina Nusantara Mandarin Club (BNMC) <ul style="list-style-type: none"> <li>Created content for social media, promoting cross-cultural learning and social awareness campaigns.</li> <li>Assisted in writing articles and script for events aimed at advancing social change.</li> </ul>	Feb 2024 - Jan 2025
<b>Freshmen Partner for Binusian 2027</b> <ul style="list-style-type: none"> <li>Assisting and guiding new students, helping them adapt to college life.</li> <li>Prepared and presented reports on status of projects and initiatives.</li> </ul>	Sep 2023- Jun 2024
<b>Marketing Staff - Part Time</b> BINUS University Learning Community <ul style="list-style-type: none"> <li>Increased brand awareness by developing and executing targeted marketing campaigns.</li> <li>Created successful product launches by coordinate with marketing teams and managing timelines to ensure an integrated market strategy.</li> </ul>	Feb 2023 - Jun 2023

<b>TECHNICAL SKILLS</b>	
<ul style="list-style-type: none"> <li><b>Business Process Analysis</b> <ul style="list-style-type: none"> <li>Identifying user needs, mapping workflows, and analyzing business processes.</li> <li>Conducted benchmarking, user research, and data validation to support product decisions and continuous improvement initiatives.</li> </ul> </li> <li><b>Project Documentation and Technical Writing</b> <ul style="list-style-type: none"> <li>Creating Technical Documentation (e.g. User Requirement Specification, Functional and Design Specification, Agreement, Guideline, User Manual) to visualize projects and align technical capabilities.</li> </ul> </li> <li><b>Stakeholder Management &amp; Meeting Facilitation</b> <ul style="list-style-type: none"> <li>Experienced in leading requirement gathering sessions with users and conducting Proof of Concept (PoC) validations to ensure business-technical alignment.</li> </ul> </li> <li><b>UML Modeling</b> <ul style="list-style-type: none"> <li>Created Activity Flow and Diagram for Technical Documentation.</li> </ul> </li> <li><b>Project Management</b> <ul style="list-style-type: none"> <li>Using Asana as the project management tools and applied Agile and SDLC methodology.</li> </ul> </li> <li><b>Cross-Functional Collaboration Tools and Digital Technology Fluency</b> <ul style="list-style-type: none"> <li>Proficient in using tools such as Microsoft Teams, SharePoint, Notion and FlowchartMaker.</li> <li>Competent in using digital collaboration and AI tools (e.g., OpenAI, Gemini, Claude).</li> </ul> </li> <li><b>Process Optimization and Continuous Improvement</b> <ul style="list-style-type: none"> <li>Evaluating and identifying inefficiencies, proposing solution based on feedback and Agile cycles.</li> </ul> </li> <li><b>UI/UX Design</b> <ul style="list-style-type: none"> <li>Created wireframes &amp; product sketches, collaborated with functional teams to refine user experiences.</li> </ul> </li> </ul>	

<b>VOLUNTEER EXPERIENCE</b>	
<b>Volunteer Staff for Organization Expo (BINUS Mandarin Club)</b> <ul style="list-style-type: none"> <li>Promoting the organization's activities, answering questions and manage club registration.</li> </ul>	Aug 2024
<b>Environmental Conservation</b> <ul style="list-style-type: none"> <li>Visiting Tzu Chi Environmental Conservation Depo, to arranging and sorting recyclable waste.</li> </ul>	Feb 2024
<b>Character Building</b> <ul style="list-style-type: none"> <li>Conducted educational sessions on health, diversity, and social awareness at three places (Orphanage, Junior High School).</li> </ul>	2022 - 2023

<b>LANGUAGE</b>	
<ul style="list-style-type: none"> <li>Indonesian ★★★★★</li> <li>English ★★★☆☆</li> <li>Chinese ★★★★★</li> </ul>	