RENDI BUANA PERDANA
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SUMMARY

Detail-oriented and versatile professional with over 5 years of combined experience in administration, finance management, and web development. Skilled in managing school financial operations and compliance using ARKAS, as well as developing efficient and user-friendly web applications using Laravel, WordPress, and modern JavaScript frameworks. Passionate about applying technology to improve workflow efficiency, data accuracy, and organizational performance.

WORK EXPERIENCE

SMP Negeri 1 Kartasura

Finance Administrator & Informatics Teacher   *Jan 2022 - Jul 2025*

- Managed the full operational cycle of BOS funds totaling over IDR 500 million per semester using ARKAS, achieving 100% on time and compliant reporting in line with government accounting standards.
- Led budgeting, expense tracking, and financial reporting processes that improved fund allocation efficiency and transparency.
- Ensured tax compliance by accurately administering withholding, reporting, and remittance in accordance with national regulations.
- Organized and digitalized financial documentation and archives, maintaining audit-ready records with zero compliance issues.
- Taught Informatics to junior high students, covering digital literacy, basic computing, and internet safety.

Administrative Staff   *Aug 2020 - Jul 2025*

- Handled staff and student administration, attendance records, and official documentation, ensuring accurate tracking and up-to-date personnel data for teachers and students.
- Drafted and processed official correspondence and reports in compliance with government documentation standards, improving consistency and timeliness.
- Handled front office duties including welcoming guests, providing public information, and coordinating external communications.
- Assisted in organizing school programs and ceremonies by providing logistical and administrative support, contributing to the successful execution of academic, religious, and extracurricular events.

Hitz Barbershop & Black White Cleaner

Social Media Administrator (Part-time)   *Dec 2019 - Jan 2020*

- Created and designed promotional and educational Instagram posts using Adobe Illustrator.
- Managed post scheduling and content publishing, maintaining consistent visual branding and tone.
- Collaborated with the marketing team to highlight product features and engage audiences through tips, promotions, and visual storytelling.

ajakonline.com

Web Developer (Internship for 6 month, then part-time)   *Jul 2019 - Jun 2020*

- Successfully developed and deployed 15+ landing pages for clients using WordPress and Elementor, achieving an average 1-day turnaround per page while maintaining high functionality and brand consistency.
- Applied SEO optimization strategies to improve site visibility and search ranking through enhanced metadata, site structure, and keyword targeting.
- Customized website layouts and handled design revisions to align with client branding and marketing goals.
- Collaborated with the design and marketing teams to enhance digital content consistency and user engagement.
- Edited and managed social media content, ensuring alignment with branding and campaign goals.

EDUCATION

Duta Bangsa University - Surakarta, Central Java

Bachelor of Computer Science, Informatics Engineering   *Sep 2021 - Sep 2025*

- Cumulative GPA: 3.98/4.00
- Course related: Web Programming, Mobile Programming, Object-Oriented Programming, Database Systems, Software Engineering, Data Structures and Algorithms, Operating Systems, Computer Networks, Human-Computer Interaction, Web Design, Cloud Computing, Artificial Intelligence, Machine Learning, Data Mining, Cybersecurity, System Analysis and Design, API Development, Version Control (Git), UI/UX Design, Backend Development, Frontend Development, Full Stack Development, RESTful Web Services, Agile Methodology, Software Testing, Internet of Things (IoT), Distributed Systems, Computational Thinking, Programming Fundamentals

AWARDS AND HONOURS

Koni National Science Competition II 2023

3rd Place in the English Category   *Sep 2023 - Oct 2023*

- Achieved 3rd place in a national-level English competition evaluating language proficiency, reading comprehension, and critical reasoning skills.

ADDITIONAL INFORMATION

- **Technical / Hard Skill:**
  - Programming Languages: PHP, JavaScript, Python, Java, C++, TypeScript, Dart.
  - Frameworks & Libraries: Laravel, Flutter, React.js, Next.js, Express.js, FastAPI.
  - Web Technologies: WordPress, Elementor, RESTful API, HTML, CSS, MySQL, Node.js.
  - Tools & Platform: Git, Github, Microsoft Office, Google Workspace, ARKAS.
  - Others: Financial Reporting, Accounting, School Budgeting (BOS), Legal Document Drafting, Administrative Support, Customer Service, Copywriting, SEO Optimization, Digital Marketing, Social Media Content, Technical Writing.
- **Soft Skill:** Attention to Detail, Time Management, Problem Solving, Adaptability, Team Collaboration, Critical Thinking, Fast Learner, Effective Communication, Integrity & Professionalism.
- **Languages:** Native proficiency in Indonesian; Intermediate working proficiency in English.
- **Certifications & Training:**
  - Junior Web Programmer Certification (BNSP)
  - Belajar Teknik Melakukan Riset Produk, Perencanaan Stok hingga Pemasaran Produk Melalui Marketplace & Media Sosial untuk menjadi Pengusaha Toko Online (PAKAR)
  - Memasarkan Produk & Jasa Melalui Media Sosial Instagram untuk Menjadi Spesialis Pemasaran (PAKAR)