



# JUWONO

ICT TEACHER AND INTERMEDIATE JAPANESE TEACHER

## CONTACT

✉ juwonoinonesia@gmail.com

📞 0896 3183 9935

📍 Tigaraksa, Tangerang

🌐 linkedin.com/in/juwono136

🌐 wikionigiri.wordpress.com

## SKILLS

Computer and Technology



Graphic Design



Leadership



Service



Teamwork



Research and Strategy



## LANGUAGES

English ○ ○ ○ ● ●

Japanese Language ○ ○ ○ ○ ●

## AWARDS

**Japanese Language Proficiency Test (JLPT) N4**

2017-01-22

The Japan Foundation

**Complete English Course**

2017-01-07

Kampung Inggris - Pare-Dise

**Instructional Design for Distance Education**

2020-07-04

Majelis Pendidikan Katolik - Keuskupan Agung Jakarta

## SUMMARY

Experienced Information Communication Technology Teacher and Intermediate Japanese Teacher with a demonstrated history of working in the education management industry. Skilled in Educational Technology, Graphic Design, Japanese Language Intermediate, and Office Administration.

## EXPERIENCE

*Jun 2015 - Jun 2016*

**Staff Administrator at Biro Pengetahuan dan Pengembangan Kualitas (PPK) or BCA Learning Center (Internship)**

**PT Bank Central Asia Tbk**

Job Description :

- Updating and reimbursing BCA employee scholarships.
- Schedule meetings with overseas training participants.
- Create and prepare payment memos.

*Aug 2016 - Aug 2017*

**Science Teacher (Part-Time)**

**Ruangguru.com**

Job Description :

- I worked as a teacher who teaches on Ruangguru.com Digital Bootcamp Program.
- Teaching Physic, Chemistry, and Math for High School Student.

*Feb 2018 - Present*

**ICT Teacher and Japanese Teacher (Full-Time)**

**SMPS Fioretti**

Job Description :

1. As an Information and Communication Technology Teacher :

- I work full time from Monday to Friday.
- I teach ITPreneur and Computer Graphic Design
- Apart from teaching, I also worked as a Head of The Computer Laboratory in SMPS Fioretti. My job is responsible to maintain computers and the inventories, recapitulate the items in the laboratory, design and repairing the computer networks at school.
- Technicians for the preparation of UNBK (Ujian Nasional Berbasis Komputer) / AKM (Asesmen Kompetensi Minimum).
- Sometimes teaching and training other teachers about how to use a technology/ICT.

2. As a Japanese Teacher :

- Full time (Monday to Friday), teaching Japanese basic for Junior High School (It has been approximately 2 years already).
- I have a Japanese Language Proficiency Test Certificate (JLPT) level N4, and currently taking JPLT Level N3 to improve my Japanese skill.

## EDUCATION

*May 2012 - Jun 2014*

Science (Senior High School)

SMA Bethel Kosambi

*Feb 2018 - Present*

Information Technology (Bachelor's degree)

Pamulang University