

RONALD SEBASTIAN

Bandung, ronaldsebastian58@gmail.com

Place of birth	Cimahi	Driving license	SIM A, SIM C
Nationality	Indonesia		

LINKS [LinkedIn](#), [Instagram](#), [Github](#) [Portofolio](#)

PROFILE I'm a very sociable person and can work with people I just met. I am also a person who can make decisions quickly and accurately, even when situations are precarious or under stress. I also like to find alternative solutions to various kinds of problems. I am also open to all possible solutions. Creativity really helps me to be a good leader because I can anticipate various problems. For me, every job is important. Doing it carefully and as much as possible is a form of my responsibility.

EMPLOYMENT HISTORY

Mar 2024 — Present **Quality Assurance Agency Staff, Parahyangan Catholic University** Bandung

1. Preparing necessary materials for internal and external audits to ensure the quality of processes and academic outcomes.
2. Developing and evaluating quality assurance policies and procedures.
3. Conducting surveys and analyzing stakeholder satisfaction related to service quality.
4. Compiling evaluation reports and improvement recommendations.
5. Supporting the implementation of accreditation and certification standards.
6. Providing training and socialization related to quality improvement.

Sep 2019 — Feb 2023 **Industrial Engineering Admin, Parahyangan Catholic University** Bandung

1. Prepare lecturer and student data (such as letters, functional position documents, archives, etc.)
2. Dies FTI designer and videographer
3. Prepare student trial files to be tested (such as practical work, thesis.)
4. Verification of student document data
5. Data recap of examiners and thesis advisors for honorarium, Etc.
6. Teach co-workers to use programs that increase work efficiency and effectiveness
7. Prepare data for accreditation of majors and study programs

Mar 2019 — Aug 2019 **Leader of Computer Operations Asset Inventory, Parahyangan Catholic University** Bandung

1. Responsible with project data
2. Control asset inventory data
3. Monitor unique IDs in google sheets for two Teams
4. Create unique QR codes to give to field teams
5. Submit photo of item to google form and create unique ID for it
6. Create macros and VBa encoding for efficiency and simplicity of work, Etc.

2018 — 2018 **Freelance Designer , DH Consulting** Bandung

1. Designing logo for company
2. Designing poster for promotion
3. Designing name cards for each personnel, Etc.

2018 — 2018 **Freelance Designer, Wagoon Coffee** Bandung

1. Design menu for promotion
 2. Design name cards
 3. Design member cards
 4. Design new apron for each barista
 5. Design poster for instagram feeds & story, Etc.
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INTERNSHIPS

Aug 2018 — Jan 2019

**BUMN Certified Apprentices as Office Operator, PT. Telkom
Indonesia**

Bandung

1. Recap of OJT assessment data
2. Recording certified internship attendance
3. Create a certified apprenticeship evaluation survey
4. Designing the GPTP learning book
5. Make a certified internship survey report
6. Crosscheck apprentice data & Confirm the LEA for apprentice payroll
7. Helps to schedule and recap GPIIP interviewer data
8. Creating GPIIP Presence & Guidelines Video Content, Etc.

2016 — 2018

Apprentices as Office Operator, Parahyangan Catholic University

Bandung

1. Employee personal data entry
2. Assisting in making employee master data
3. Alignment of BPJS allowance data
4. Data entry for teaching decision letters for lecturers
5. Help designing poster and banner for training
6. Data entry lecturers teaching advantages
7. Edit POD and IKA with new changes from LPM, Etc.

EDUCATION

May 2022 — Jun 2023

Master Degree, STMIK LIKMI

Bandung

Business Information System | Technology Information | Graduate's with Honour's | GPA 3.93

Getting Know About :

- Data Management
- Business Process Management
- Introduction to Information Systems
- Object Oriented Programming
- IT Strategic Planning and Governance
- Enterprise Information Systems
- Information Systems Project Management

2019 — 2021

Bachelor Degree, Widyatama University

Bandung

Faculty of Economics & Business | Management | Graduate's with Honour's | GPA 3.48

Getting Know About :

- Budgeting For Companies
- Compensation Reply System
- E-Business
- Leadership And Group Dynamics
- Management project
- Money and capital market
- Organizational Behavior
- Research Methods For Business & Management
- SAP Human Resources
- Statistical Data Analysis
- Training and Development

2015 — 2018

Associate's degree, Parahyangan Catholic University

Bandung

Faculty of Economic | Company Management | Graduate's with Honour's | GPA 3.24

Getting Know About :

- Accounting
- Company Financial Management
- Digital Marketing
- Human Resource Management
- Investment & Funding
- Management Information System
- Marketing Communication
- Office Management
- Operation Management

- Law in Business
- Statistics & Business Management
- Taxation

Organization:

- Public Relation Div. Coordinator, Company Management Association
- Publication Div. Coordinator, D3 Sport Competition 2017
- Publication & Documentation Div. Coordinator, SIAP FE 2017
- Chairman, 2016 Karniival Event
- Deputy Chairman, Al-Fien Social Service Event

2012 — 2015

Medikacom Vocational High School

Bandung

- Getting know about software and hardware
- Learn to use software development
- Creating basic PHP, JavaScript, Visual Basic

SKILLS

HTML5

Github

Star UML

Rapid Miner

Docker

PHP

CSS

Photoshop

IBM SPSS Statistics

Illustrator

PostgreSQL

Lightroom

Python

InDesign

JavaScript

After Effect

Visual Basic

Premiere Pro

Tailwind CSS

Google Script

Bootstrap

Microsoft Word, Excel,
PowerPoint

Arduino

Google Docs, Sheets, Slides

Git

COURSES

Mar 2019 — Mar 2021

Certified Junior Office Operator, Badan Nasional Sertifikasi Profesi

Jul 2021 — Present

Google G Suite Workspace: Google Docs, Forms, Sheets, Slides, Udemy

Jul 2021 — Present

Adobe Illustrator CC - Essentials, Udemy

Sep 2021 — Present

Learning Excel: Data Analysis, LinkedIn

Sep 2021 — Present

SEO Training Masterclass 2021: Beginner SEO To Advanced SEO, Udemy

Sep 2021 — Present

Statistics: Effectively Displaying Data, Alison

Sep 2021 — Present

The Complete SAP Analytics Cloud Course 2021, Udemy

Sep 2021 — Present

HTML & CSS - Certification Course for Beginners, Udemy

Sep 2021 — Present

Python Complete Course for Python Beginners, Udemy

Sep 2021 — Present

Python Programming - Form Basic to Advanced Level [2021],
Udemy

LANGUAGES

Indonesian

Native speaker

English

Very good command