

EDUCATION

TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA

Bachelor of Business Administration, Graduation: May 2020**Major: Management Information Systems (MIS)**

GPA: 3.98 | Presidential Scholar | Fox Honors Program | University Honors Program | Dean's List, Fall 2016 – present

EXPERIENCE

MIS Department, Temple University, Philadelphia

October 2017 – Present

Administrative Assistant

- Assist Senior Associate Director with data collection and analysis of 250+ alumni to maintain 100% placement rate
- Integrate and manage databases of 800+ students from undergraduate and 2 graduate programs to identify inconsistency and incorrect entries through data gathering from faculty, advising office, and Cognos reports
- Conducted the department's first-ever predictive analysis using Excel and Access to allocate course sections for 9 undergraduate MIS courses, accounting for 2,000-2,400 seats every semester

Learning Enterprises, Zalasowa, Poland

June 2017 – July 2017

Volunteer English Teacher

- Selected from 40+ applicants to teach English in a rural community in Southern Poland
- Taught English conversation and grammar to 3 classes a day consisting of 35 beginner students aged 7-16
- Facilitated daily lessons to improve students' conversational skills and sustain their interest in learning
- Immersed into the community through cross-cultural exchange with 2 host families

LOGOS Signage, Jakarta, Indonesia

Project Manager

March 2016 – June 2016

- Led a sky signage installation project worth \$100,000 for a Fortune 500 company
- Directed the process of drafting and revising tender documents involving representatives from Australia, Singapore, and Indonesia that resulted in the company winning the tender against 7 other companies
- Served as a liaison between foreign clients and Indonesian manufacturing department to bridge language barrier

LEADERSHIP EXPERIENCE & ACTIVITIES

- Director of Corporate Relations, Association for Information Systems (AIS) Temple, May 2018 – present
- Information Technology Assistant – Data Analytics, Temple MIS, January 2018 – May 2018
- Co-President, Women's Entrepreneurial Organization, September 2017 – present
- President, Indonesian Student Association Philadelphia, January 2017 – December 2017

AWARDS

- Recipient, 2018 Student Leadership Award, April 2018
- 3rd place, AIS National Competition, April 2018
- 2nd place, Target Case Competition, April 2018
- Recipient, IBIT NBCUniversal Scholarship, March 2018
- 1st place, PwC Case Competition, February 2018
- 4th place, Freely Magazine "Beyond Borders" Writing Competition, September 2017
- 2nd place, Target Case Competition, April 2017
- Recipient, Presidential Scholarship, August 2016

SKILLS

- Computer Skills: Ms Office (Word, Excel, Access, PowerPoint, Visio), Photoshop, Illustrator, Tableau, MySQL, RStudio, WordPress, PHP, HTML, CSS
- Languages: Indonesia – fluent, Melayu – fluent, Mandarin – basic
- Interests: Traveling, Photography, Hiking, Percussion, Singing