

YOUR NAME @gmail.com linkedin.com/in/ 085xxxxx Lokasi, Indonesia Project Management and EdTech professional with 2+ years of experience coordinating educational programs, cross-functional teams, and stakeholder communications. Experienced in managing 120+ learning batches, leading a 15-member team, developing structured project timelines, monitoring deliverables, and identifying operational bottlenecks to ensure smooth project execution. Strong in project coordination, stakeholder management, progress tracking, problem solving, and data-driven program evaluation. Familiar with project management tools including Monday.com, Trello, Notion, Google Workspace, and ClickUp (Basic), with a strong interest in digital agency and project-based environments.	
EDUCATION	
INSTITUT PERTANIAN BOGOR	Aug 2020 – July 2024
Bachelor of Forest Management, Faculty of Forestry and Environment	
- GPA 3.99 out of 4.00 - Undergraduate Thesis: ABCDE	
WORK EXPERIENCE	
COMPANY 1	Sep 2025 – Present
Position 1	
- Managed end-to-end execution of 60+ learning batches, coordinating schedules, deliverables, mentors, trainers, participants, and internal stakeholders to ensure 100% class delivery - Coordinated daily program operations by translating program requirements into actionable tasks, monitoring progress, and following up on pending deliverables to keep projects on track - Identified and resolved operational bottlenecks throughout project execution, prioritizing urgent issues and escalating complex cases to relevant stakeholders for timely resolution.	
COMPANY 2	Jun 2025 – Dec 2025
Position 2	
- Analyzed 16 research variables across Indonesia, Japan, Laos, Brunei, and Malaysia to strengthen data integrity for the Center Policy Research Network (CPRN) project on biodiversity education. - Transformed complex research findings and raw datasets into structured, stakeholder-ready presentations, enabling key insights to be communicated clearly - Developed data-driven regional reports that successfully bridged the gap between research findings and practical policy implementation in the education sector	
COMPANY 3	Apr 2024 – Oct 2024
Position 3	
- Coordinated the operational delivery of 60+ class batches over seven months, supporting participants and stakeholders throughout the learning journey - Prepared project reports with 100% on-time submission, demonstrating strong attention to detail, accuracy, and data integrity - Managed digital learning infrastructure and provided real-time technical troubleshooting to maintain seamless program delivery for participants and stakeholders	
ORGANIZATIONS, PROJECTS & EVENTS	
ORGANIZATION/PROJECTS/EVENTS 1	Aug 2024 – Jul 2025
Position 1	
- Led a team of 15 division members, overseeing task delegation, performance evaluation, and skill development to ensure high productivity and cohesion - Planned and implemented 3 new work programs, achieving a 90% program completion rate within eight months through structured planning and adaptive problem solving. - Coordinated with 3 external stakeholders to align project requirements, optimize resources, and ensure successful program implementation - Identified execution challenges and adjusted priorities and workflows to maintain project progress and team productivity	
ORGANIZATION/PROJECTS/EVENTS 2	Jan 2025 – Jun 2025
Position 2	
- Conducted user-oriented research and market trend analysis to identify target audience needs and define relevant conference themes. - Scouted and managed strategic speakers, delegated dedicated PICs, and established a strict progress-monitoring routine to perform rigorous quality control on all presentation materials - Designed structured event timelines (rundowns) to ensure seamless cross-functional execution on D-day, while overseeing post-event data cleaning for participant documentation and digital video assets	
ORGANIZATION/PROJECTS/EVENTS 3	Mar 2023 – Nov 2023
Position 3	
- Developed and submitted project proposals, final reports, and official publications, ensuring alignment with program requirements - Coordinated with BNPB Bogor, PSB LPPM IPB, and local communities to support project implementation and long-term sustainability - Designed event frameworks and coordinated end-to-end logistics, achieving 100% project success and community adoption	
CERTIFICATION	
- A - B - C	Issued Aug 2020 Issued Oct 2024 Issued July 2026
SKILLS & OTHERS INFORMATION	
Language	: Indonesian (Native), English (Professional Working Proficiency, TOEFL/IELTS: xxx)
Project Management	: Project Coordination, Timeline Management, Deliverable Management, Progress Tracking, Task Prioritization, Task Delegation, Stakeholder Management, Cross-functional Coordination, Bottleneck Identification, Problem Solving, Process Improvement, Program Evaluation

- Communication

: Stakeholder Communication, Relationship Management, Business Communication, Public Speaking, Business Presentation, Presentation Deck Development
- Tools

: Monday.com • Trello • Notion • Google Workspace • Microsoft Excel • Microsoft PowerPoint • Microsoft Word • ClickUp (Basic) • Slack • Discord • WhatsApp Business • Zoom • LMS • SPSS • Database Management