IVONE SARASWATI

087.877.355.760

Formal Education

- **Diploma – III** in Informatics Management and Technic Computer **of Brawijaya University, Malang (1999 – 2003)**
- **Bachelor Degree** in Information System **of Mercubuana University, Jakarta (2012 – 2014)**

High capability in communicating , monitoring and controlling Multi Project. Familiar with Business Process and Business Plan

Computer Skills and Competencies

Familiar in using :

- Computer MS. Office 2010 ; 2013 ; Sharepoint (Office 365)
- Project Management Tools (Ms. Project) 2007 ; 2010 ; 2013
- MS SQL Server 2005; Windows Server 2012

Seminar & Training

- ✓ Seminar IAMPI : Konvensi nasional project management Ke III IAMPI (Ikatan Ahli Manajemen Proyek Indonesia), Jakarta
- ✓ Training Professional Project Management PT. Prosys Solutions International , Jakarta
- ✓ Integrated Project Management PT. Prosys Solutions International, Jakarta
- ✓ Comprehensive Project Management PT. Daya Cipta Optima , Jakarta
- ✓ Communication Skills for Project Managers PT. Daya Cipta Optima, Jakarta

Work Experiences

❖ **Asian Development Bank**

TA 8661-INO : Stepping Investment for Growth Acceleration Program (June 2014 – present)
Position : Project Management Analyst
Responsibilites :
✓Maintain the TA and project component activity milestones (as OCR)
✓Ensure effective operation and rolling out of the project
✓Maintain project activity documentation and stakeholder contacts

TA 8057-INO : Local Government Finance and Governance Reform (Aug – Oct 2014)
Position : Project Management Support
Responsibilities :
✓Manage a Project Management Procedure

❖ **Anggada Duta Wasesa, PT (Oct 2014 – June 2015)**
SKKMigas – ITPMO
Position : Project Officer
Responsibilities :
✓Handle 1 project with 8 subprojects
✓Involve in any PM's meeting and responsible for MOM (Minutes Of Meeting) distribution
✓Support Program Manager in preparing report for Biweekly Meeting
✓Monitoring and Controlling project's progress
✓Prepare weekly progress reports highlighting the problem areas
✓Controlling project documents for BAST

❖ **Daya Cipta Optima, PT**
Position : Application Consultant (Project Manager)

Aetra Air Jakarta, PT (April – May 2014)
Position : Project Controller
Responsibilities:
✓Manage and analize datas
✓Responsible on Training's Handsout
✓Manage and analize datas
✓Responsible on Training's Handsout
✓Train project admins, project managers, management level using PPM tools (Monicon)
✓Do data update by using PP tools (Monicon)

Direktorat Jenderal Pajak (Feb 2014 – April 2014)
Position : Project Administrator
Responsibilities:
✓Prepare minutes of meeting (MOM) to be reviewed by Project Manager and distribute them
✓Collect progress project (Ms.Project's file) from Project Managers
✓Controll and review the WBS of project
✓Review project's template form
✓Prepare all progress reports highlighting the problem areas

Mitra Solusi Telematika, PT (June 2013 – November 2013)
Position : Project Controller & Application Consultant
Responsibilities:
✓Involve in any PM's meeting
✓Coaching MST's project Admin to using a PPM tools (Monicon)
✓Defined a cycle of MST's PMO
✓Responsible of PPM tools (Monicon)'s handsout
✓Controll the schedule of Project

SKMIGAS (Jan 2013 – May 2013)
Position : Project Officer & Controller
Responsibilities:
- ✓Involve in any PM's meeting and responsible for MOM (Minutes Of Meeting)
- ✓Support Program Manager in preparing report using Project Portfolio Management (PPM) tools (Monicon)
- ✓Compare the Baseline with actual progress achieved
- ✓Prepare weekly progress reports highlighting the problem areas

Bank Mandiri, PT (Oct 2012 – Jan 2013)
Position : Application Consultant & System Analyst, Program Controller
Responsibilities:
- ✓Analyst system PPM tools (Monicon) for enhancement version 2
- ✓Coaching user for new feature of PPM tools (Monicon)
- ✓Train project admins
- ✓Receive any complaints from clients and try to solve it
- ✓Involve in Business Process Design of application's software (Monicon)

Bank Bukopin, PT (Nov 2011 – April 2012)
Position : Project Controller
Responsibilities:
- ✓Involve in any PM's meeting and responsible for MOM (Minutes Of Meeting)
- ✓Support Program Manager in preparing report using Project Portfolio Management (PPM) tools (Monicon)
- ✓Create and Analyze role of Monicon Access
- ✓Update schedule weekly by interacting with Project team , recording progress percentage of each tasks
- ✓Compare the Baseline with actual progress achieved
- ✓Prepare weekly progress reports highlighting the problem areas

Bank Mandiri, PT (March 2011 – July 2012)
Position : Project Controller
Responsibilities:
- ✓Support Program Manager in preparing report using Project Portfolio Management (PPM) tools (Monicon)
- ✓Update schedule weekly by interacting with Project team , recording progress percentage of each tasks
- ✓Compare the Baseline with actual progress achieved
- ✓Prepare weekly progress reports highlighting the problem areas

Sun Microsystems Indonesia, PT (April 2010 – March 2011)
Position : Project Admin & Controller
Responsibilities:
- ✓Assist Project Managers in controlling program progress
- ✓Responsible to prepare project report and project management administration
- ✓Consolidate project reports to be reviewed by Project Managers and distribute them

Aetra Air Jakarta, PT (Aug 2009 – March 2010)
Position : PMO Tools Admin & Project Administrator
Responsibilities:
- ✓Responsible to prepare program (multi project) report and program management administration
- ✓Support Program Manager in preparing Program Plan and doing program progress tracking
- ✓Consolidate project reports to be reviewed by Program Manager and distribute them
- ✓Do data update by using PPM Tools application
- ✓Prepare meeting for program level
- ✓Prepare minutes of meeting to be reviewed by Program Manager and distribute them
- ✓Review the progress of program milestone
- ✓Responsible to maintain project database (PM tools) and program database

❖ **Sinergi Daya Mitra, PT (May – Oct 2009)**
Position : Training Consultant
Responsibilities :
- ✓ Sales of Project Management Workshop (Public Class and In House Training)
- ✓ Arrange and develop strategy of marketing (making a guidance of Telemarketing and Training Schedule yearly)
- ✓ Maintain of client's database.
- ✓ Make SO (Sales Order) based on Target per Year and Percentage of Profit Margin per class
- ✓ Decide the workshop is confirm or cancell to client
- ✓ Make a good relationship with organizer ,Facilitator (Trainer), and other externals source.
- ✓ Control and make a report about client's payment.
- ✓ Do daily tasks such as : call client, give information by email, visit client.

❖ **Prosys Bangun Persada, PT (Jun 2007 – Apr 2009)**
Position : Telemarketing & Public Class Officer Prosys Solutions Intl, PDC Dept
Responsibilities :
- ✓ Sales of Project Management Workshop (Public Class Training)
- ✓ Make SO (Sales Order) based on Target per Year and Percentage of Profit Margin per class
- ✓ Decide the workshop is confirm or cancell to client
- ✓ Send a Confirmation and/or Cancellation Form to client via email,fax, and direct call.
- ✓ Make a good relationship with organizer ,Facilitator (Trainer), and other externals source.
- ✓ Control and make a report about client's payment.
- ✓ Do daily tasks such as : call client, give information by email, visit client.