



# IRA SARIDEWA

Project Manager

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## EDUCATION

Universitas Indonesia  
Bachelor degree of Dutch Literature  
2009 - 2013

## SKILLS

- Project Management
- IT Service Management
- PM Tools (Teamwork, Asana, Trello)
- SDLC
- Digital Marketing
- Internal & External Coordination
- Client Relations
- Team Management

## PORTFOLIO

- Panasonic - Product Catalog
- Lumix - Product Catalog
- HM Sampoerna - Survey Platform
- Mandiri Sekuritas - Research Portal
- Danone - Factory Tracking System
- BI - UI UX Consultation, Ecommerce
- K-Link - MLM Ecommerce
- Wings - SPB Digital

## ABOUT ME

Professional Project Manager with over five years of valuable experience in monitoring project performance. Reputation for continually achieving on time and on-budget performance goals. Accustomed to handling IT support, managing IT projects, and supporting various engineering departments. Bringing forth a motivated attitude and the ability to establish strong and productive relationships with other company members.

## WORK EXPERIENCE

Associate Coordinator of Photography 2013 - 2016

### MRA Media

Assists in all aspects of the photographic process, ensuring smooth operations and optimal results, coordinate with models, clients, and other team members, ensuring a collaborative and productive environment.

Business Development 2016

### Seekmi

Establishing and maintaining communication channels between the partner organizations, engage in building and nurturing relationships with external stakeholders, including customers, business partner, merchants, and investors, identifying areas for growth.

Account Manager 2016 - 2022

### Suitmedia

Approaching prospective leads, gathering comprehensive client briefs, overseeing pitching activities, effectively managing projects using either the waterfall or agile methodology, maintaining the scope of work, establishing budgets, creating and disseminating timelines in a manner that ensures clarity and alignment among all stakeholders, coordinate seamlessly between external and internal parties, ensuring smooth information flow and collaboration, providing regular updates and reports to key stakeholders, fostering transparency and enabling informed decision-making.

Project Manager 2023

### Wings Group

Creating a project management delivery framework for establishing standardized processes and procedures in order to deliver efficient project execution, creating and disseminating timelines in a manner that ensures clarity and alignment among all stakeholders, collaborating closely with cross-functional teams, monitoring project progress, identifying potential risks, implementing mitigation strategies, providing regular updates and reporting to key stakeholders.