

Diana E. Rusdadi

Tebet Barat Dalam XE/19
Jakarta 12810, Indonesia
(62-21)830-1625

noncidonk@yahoo.com

Principia College
Elsah, IL 62028
(618)374-4494

OBJECTIVE	To work in a professional capacity as a supplement to my current education and prepare me for a career.
EDUCATION	Principia College, Elsah, IL BA 2002, Business Administration major, Graphic Design minor, GPA: 3.20/4.0 GS Fame Institute of Business, Jakarta, Indonesia Management and Marketing undergraduate studies, 1995-1998
COURSE WORK	Discovering Business, Microeconomics, Macroeconomics, Financial Accounting, Managerial Accounting, Managerial Finance, Management, Introduction to MIS, Marketing, Business Ethics, Business Statistic, Web Page/Site Design, Graphic Design, Visual Fundamentals
PROJECTS	Web Site Design (Jakarta Project), Principia College, Elsah, IL <ul style="list-style-type: none">• Created a web site featuring Jakarta, Indonesia. URL: < http://www.prin.edu/users/els/departments/studio_art/classes/sem/w2001websem/students/stu.html>. Business Plan , Principia College, Elsah, IL <ul style="list-style-type: none">• Collaborated with classmates in drafting business plan. Project included market research and financial statement forecasts. PowerPoint presentation was done to peers and faculty.
COMPUTER SKILLS	Hardware: PC fluent, Macintosh literate, LAN Networking Applications: MS Word, Word Perfect, Excel, PowerPoint, Adobe PhotoShop, Adobe Illustrator, Fireworks, Flash, Dreamweaver, and Visio 2000.
LANGUAGES	Indonesian (native language), English (fluent), Spanish (beginning)
EXPERIENCE	The First Church Christ, Scientist , Fulfillment Department, Business Process/Work Flow Analyst, Boston, MA <ul style="list-style-type: none">• Analyzed the varied activities and processes in the multifaceted department.• Created flowcharts to map the operations of each unit in the department. 1998-present Principia College , Marshall Brooks Library, Reference Desk Assistant, Elsah, IL <ul style="list-style-type: none">• Provide assistance to students and other library users in finding information in print and electronic formats. 1998-present Principia College , Career Development Center, Office Assistant, , Elsah, IL <ul style="list-style-type: none">• Support activities of Career Development Center including answering questions from patrons, typing letters, and answering phones.• Organize career library to provide easier access to resources. 1998 GS Fame Institute of Business , Admissions Marketing Representative, Jakarta, Indonesia <ul style="list-style-type: none">• Delivered formal presentations to groups and individuals.• Promoted institutional benefits throughout Jakarta.
COMMUNITY SERVICE	Pets on Wheels, Jerseyville, IL Bucket Brigade, Alton, IL Beverly Farm Therapeutic Program, Godfrey, IL