

CURRICULUM VITAE

LISA INDAH PRASETYANTI, S.Farm., Apt., M.M

Jalan Jatisari No. 88 RT 04 RW 04 Sumampir Purwokerto 53125
Central Java, Indonesia

Place/Date : Cilacap/13 Juni 1981
Marital Status : Single
Mobile Phone : +62 812 154 66 444
Skype : lisa.indahp
Email : lisa.indahp@gmail.com



EDUCATION

- **Master Degree in Management**, GPA 3,97 (Scale 4,00) from Jenderal Soedirman University Purwokerto (September 2019 - Juli 2021)
- **Bachelor Degree in Apothecary Professional**, GPA 3,45 (Scale 4,00) from Sanata Dharma University Yogyakarta (2005)
- **Bachelor Degree in Pharmacy**, GPA 2,75 (Scale 4,00) from Sanata Dharma University Yogyakarta (1999 – 2004)

EXPERIENCE

▪ **YSBS MINO MARTANI PURWOKERTO NON – GOVERNMENTAL ORGANIZATION**

Section Head Unit (March 2023 – Present)

Responsibilities:

- Develop program and activity plans.
- Prepare reports on the implementation and carry out orderly administration.
- Analyse data and information as material for the formulation of technical policies.
- Empowerment of trained and capable human resources.
- Analyse all of the institution's finances and ensure that the program runs according to the budget plan.
- Regulate the operational course of the institution in accordance with the plan and code of ethics of the institution.
- Networking with local governments and related agencies for the sustainability of institutional programs.

▪ **YSBS MINOMARTANI PURWOKERTO NON – GOVERNMENTAL ORGANIZATION**

Monitoring and Evaluation Officer (July 2015 – March 2023)

Responsibilities:

- Prepare and maintain database
- Develop M&E system/tools for the Project with Monitoring Tracking Table (MTT) and Indicators Tracking Table (ITT)
- Monitor all project activities, expenditures and progress towards achieving the project output/measurable outputs and performance indicators
- Develop and strengthen monitoring, inspection and evaluation procedures
- Recommend further improvement of the logical framework
- Develop monitoring and impact indicator for the project success
- Monitor and evaluate overall progress on achievement of results
- Monitor the sustainability of the project's results

- Provide feedback to the Project Manager on project strategies and activities
- Suggest strategies to the Project Management for improving the efficiency and effectiveness of the project by identifying bottlenecks in completing project activities and developing plans to minimize or eliminate such bottlenecks
- Report monthly, quarterly, half-yearly and annual progress on all project activities to the National Project Director/Project Manager
- Conduct capacity assessment on existing monitoring and evaluation system
Develop indicators and a monitoring strategy for the project
- Provide inputs, information and statistics for quarterly, annual and other reports to Project Management Team
- Support monitoring and evaluation of the effects and impact of the project
- Assist in coordinating across the available components of the Project to ensure effective implementation of Monitoring and Evaluation (M&E)
- Assist the project personnel with M&E tools

▪ **YSBS MINOMARTANI PURWOKERTO**
NON – GOVERNMENTAL ORGANIZATION

Coordinator Sponsor Relation (October 2013 - 2015)

Responsibilities:

- Worked closely with Sponsorship Relation Officer (SRO) and other staffs in executing company's program
- Facilitated communication/correspondence between sponsor and registered children.
- Advocated and mentored sponsored member in conducting communication with their sponsor, to ensure qualified correspondence and communication are running well.
- Handled document and set up a filing system for World Link and sponsor relation in high detail and accurate.
- Worked with SRO to update the child sponsorship database and ensure the data was verified
- Recorded and documented all the sponsor 's incoming and outgoing letter.
- Worked together with other parties in conducting any training and mentoring program

▪ **WIJAYA GROUP PURWOKERTO**

Management Representative (May 2007 - 2013)

Responsibilities:

- Managed resource's timekeeping and cost allocation
- Financial controller and marketing officer
- Material tracking and controls

▪ **PT NYONYA MENEER, SEMARANG**

Groups Leader (December 2005 - May 2007)

Responsibilities:

- Prepared and provide the production target scales
- Proceed hiring and interviewing candidates for group member
- Prepared training material and supervisory assistance to the members Prepared regular report to management
- Prepared product registration to the government

□ **PANTI RAPIH HOSPITAL, YOGYAKARTA**

Practical Trainee (2005)

□ **HAYAM WURUK PHARMACIST STORE, YOGYAKARTA**

Practical Trainee (2004)

□ **PT. KONIMEX LABORATORIES, SOLO (2004)**

Practical Trainee (2004)



COURSES

- English Courses “Eng Breaking” (Oktober-December 2022)
- Member Course of “*Kaizen Writing 07*”, Dee Lestari & Kuncie (Oktober, 2022)
- Member Course of Learning Session “Membangun Kemitraan untuk Mencapai Hasil yang lebih baik dan mengenal *Appreciate Inquiry* dalam Perencanaan Program Aksi, PAACLA (2022)
- Training Contract Management, PT Expertindo Training (2021)
- Training NVIVO methods in Qualitative Research, Jenderal Soedirman University (2020)
- Webinar Human Resources Series, “Meningkatkan Performa Kinerja Karyawan Dalam Kondisi Normal Baru”, AHS Manajemen (June 18, 2020)
- Training Commcare Fundamentals, Dimagi Academy (February 28, 2020)
- Member Course of “Pengembangan Diri, Etik, & Penampilan Profesional: be The Excellent Personality” organized by YPI Training Centre Semarang (Training & Development Services) – (29 September 2019)
- Member of “Sustainable Competitive Advantage/ SCA 9”- Seminar Nasional, Call for Paper and Colloquium “Upskilling Small Medium Enterprise in Developing IT facing Industrial Revolution 4.0” (September 2019)
- Member of discussion "Menyikapi Maraknya Peredaran Food Supplement dan Obat-obat Import" (November 2003)
- Member of discussion "Sarasehan Penggunaan Obat Tradisional yang aman dan benar" (October 2003)
- Member of discussion "Menjalin Hubungan Sinergis Antara Dokter dan Farmasis Demi Tercapainya Pelayanan Kesehatan Yang Rasional Kepada Pasien" (November 2002)

COMMUNICATION

English and Indonesia Language

SUMMARY OF QUALIFICATIONS

- Independent and able to work unsupervised & under pressure
- Learn quickly and work well with others, motivated and work hard
- Computer literate (Microsoft Office Microsoft Project) & fluent in English
- Good communication and presentation skills
- Can use application ODK Collect for research, and tools qualitative analysis “NVIVO”

OTHERS

- Employee’s Performance in Service Sector during Covid-19 Pandemic (Study towards Service Sector in Central Java Province), Scientific Writing (2020)
- As the active Secretary of Indonesia Social Organization of Catholic Woman (WKRI DPC Kristus Raja) Purwokerto for 2018 – present.
- Freelance writer at the magazine COR UNUM (the spiritual magazine of Catholic Church in Purwokerto (2019-2021)
- As the active secretary in Credit Union “Minomartani” Sokaraja Banyumas (2018 – 2021)
- Member of Research Teenager Club SMU Negeri I Cilacap (1996-1999)
- Third price of "Lomba Karya Tulis Menyambut Bulan Bahasa Dan HUT Pertamina" (1993)

EXPECTED SALARY

- Negotiable
- Jamsostek, Health Insurance, Meal and Transportation Allowance

REFERENCE

- Mrs. MF. Yuni Kristianawati
Program Coordinator YSBS Minomartani Sokaraja
Email: yun1kr1s@yahoo.co.id
- Miss Dian Puspita Rini, ST., MT
Manager General Support PT. Pertamina RU IV Cilacap
HP. 0811 695 1108

