

# E. S. R.

## Project Coordinator/Manager

Experienced Project Coordinator and FastTrack Manager with a strong background in Microsoft 365 implementation, adoption, and project management. Skilled in coordinating cross-functional teams, managing timelines, and delivering technical workshops and training for diverse clients across education, government, and corporate sectors. Adept at driving successful digital transformation initiatives and providing strategic guidance to ensure smooth onboarding, adoption, and operational efficiency. Certified in Microsoft 365 Teamwork Administration and Microsoft Fundamentals.

## SKILLS

- **Microsoft 365 Expertise:**
  - Implementation, adoption, migration, and user training
- **Project Management:**
  - Timeline creation, activity planning, team coordination, customer negotiation
- **Tools & Applications:**
  - Asana, Microsoft Project, Teams, SharePoint, Power Platform
- **Client Engagement:**
  - Workshop delivery, technical talks, FastTrack guidance
- **Process & Workflow Optimization:**
  - Digital transformation, data synchronization, and automation

## EDUCATION

### DIV Informatics Management Major

State Polytechnic of Sriwijaya  
2017 - 2021

## LANGUAGE



English



Bahasa Indonesia

## CERTIFICATION



## EXPERIENCES

### ALFA CONNECTIONS PTE LTD *Project Coordinator/Manager*

2022 - Present

- Managed multiple Microsoft 365 projects, creating project timelines, activity plans, and coordinating with internal teams and customers.
- Negotiated with clients to define scope and ensure successful project delivery.

### *FastTrack Engineer/Manager*

2020 - 2022

- Provided remote guidance and support for Microsoft 365 onboarding, success planning, and implementation.
- Scheduled and delivered technical workshops and talks to enhance customer adoption and usage.

### *Successfully Implemented Projects*

- **Migration Projects:** Google Workspace to Microsoft 365
- **Training Projects:** End-user adoption for government and corporate clients
- **Application Development:** Power Apps solutions and SharePoint site implementations for educational institutions

### SOFTWARE DEVELOPMENT AND IT SOLUTIONS PROVIDER

#### *Account Executive*

2018 - 2020

- Managed IT solutions and licensing projects for enterprise customers.

## CONNECT WITH US



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