



KEZIA VICTORIA SUSENO

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I am a fresh graduate with a Bachelor's degree in Pharmacy and have experience as a Pharmacy Intern, Teaching Assistant, and Administrative Staff Secretary. Through these roles, I developed strong communication, customer service, and administrative skills, including understanding patient needs and managing documents efficiently. I am eager to learn, adaptable, and confident that I can contribute positively to the growth and success of your company.

Education

Bandung Adventist University - Bandung, West Java, Indonesia

Bachelor of Pharmacy (Sarjana Farmasi)

- **Honor:** Cum Laude (IPK: 3.57)
- **Thesis:** "Formulation and Physical Evaluation of Lip Balm Containing Malang Apple (*Malus sylvestris*) and Bougainvillea Flower (*Bougainvillea spectabilis*) Extract."

Work Experiences

Prof. Dr. Albert M. Hutapea – Bandung, West Java, Indonesia

Aug 2022 – Jan 2023

Assistant Lecturer

- Assist lecturers in preparing academic materials and supporting class administration.
- Systematically manage student data records, attendance, and archive course documents.
- Guide students in understanding course material interactively and strengthening organizational skills.

Office of the Vice Rector for Student Affairs (Vice Rector III) – Bandung Adventist University

Aug 2023 – Jun 2024

Secretary Staff

- Fully responsible for data entry, document filing, and the preparation of daily administrative reports.
- Assist in coordinating tasks between departments to ensure the accuracy, neatness, and timeliness of office workflows.
- Prepare point reduction letters for problematic students (Sp - violation letters).

Indonesia Adventist University Clinic – Bandung, West Java, Indonesia

Jun 2024 – Jul 2024

Pharmacy Intern

- Support daily pharmaceutical service activities and clinical administration at the Indonesia Adventist University Clinic.
- Assist with patient data management, medication inventory management, and the preparation and dispensing of prescription medications.
- Implement safe pharmaceutical service standards and provide practical experience in clinical management.

Lembang Regional General Hospital – Bandung, West Java, Indonesia

Dec 2024 – Jan 2025

Pharmacy Intern

- Gaining comprehensive experience in hospital clinical and administrative pharmacy workflows.
- Actively contributing to patient data recording, medication documentation management, and prescription service coordination.
- Ensuring the accuracy of medication preparation and the efficiency of pharmacy tasks under the supervision of a pharmacist.

Organizational Experience

MAPALA (Nature Lovers Student Association) - Bandung, West Java, Indonesia

Aug 2024 – Jun 2026

Public Relation Staff (Humas)

Skills, Achievements & Other Experience

- **Hard Skills:** Microsoft Office (Word, Excel, PowerPoint), Data Entry & Documentation, Prescription Dispensing, Medication Inventory Management, Pharmaceutical Services, Official Correspondence.
- **Soft Skills:** Communication, Teamwork, Time Management, Problem Solving, Adaptability.
- **2nd Place - Women's Volleyball Competition**, Student Executive Board (BEM), November 2025.
- **English Exit Examination (E3)**, Indonesia Adventist University — **Score: 460**