

Javi Nan

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EDUCATION

Oregon State University
Majoring in Psychology & Minorng in Chemistry
Bachelors of Science, College of Liberal Arts

Corvallis, Oregon
Graduating Date: June 2025

Bunda Mulia School
High School Diploma

Jakarta, Indonesia
Graduation Year: 2021

WORK AND RESEARCH EXPERIENCE

Writing Consultant

OSU Writing Center and Studio

Working for Oregon State University's Writing Studio by helping and supporting student writers on various forms of writing and research projects through effective communication, active listening, in-depth analysis, and understanding of the writer's writing process.

Fall of 2023-Current

Corvallis, Oregon

Summer Program Office and Day Camp Worker

KidSpirit

Worked for KidSpirit's summer day camp as an office worker and took part in various office tasks including, but not limited to, managing timesheets and camper timetables, handling and directing phone calls with parents/staff/other callers, notifying and updating camper scholarships, managing crisis virtually and in-person, helping with clerical and administrative work, assisting with data entry and analysis, and building essential communication and problem-solving skills. Along with this, I learned and received certification in the following:

- CPR & First Aid
- Introduction to Childcare Health & Safety (ICCHS)
- PCI-DSS Training
- Recognizing & Reporting Child Abuse & Neglect (RRCAN)

Summer of 2023

Corvallis, Oregon

Undergraduate Research Assistant

Personality, Cognition, Perception (PCP) Lab; OSU

Worked with Professor Jason McCarley regarding and studying attention, decision-making, human factors, and Bayesian statistics.

Spring of 2023

Corvallis, Oregon

Intern for Monisha Melwani Fine Jewelry

Monisha Melwani Fine Jewelry

Interned in a group-based environment handling fine jewelry
Learned clerical, administrative, and consultation skills such as organization and filing skills, assisted with showroom events, like piercing parties, taken care of clients and dealing with different customers, organizing and linking office tech products to sales and product accounts such as Shopify, helped with mailing and postal tracking, and helped in consultation meetings with clients.

Winter of 2022

Miami, Florida

LEADERSHIP AND COMMUNITY SERVICE

Community Leader for Indonesia's Children with Cancer Foundation

2018-2021

Yayasan Kasih Anak Kanker Indonesia

Jakarta Indonesia

Volunteered at Yayasan Kasih Anak Kanker Indonesia with underprivileged younger children, diagnosed with different forms of cancer, that lived in a home that took care of their treatment and housing. Taught and helped develop lesson plans and activities such as reading, writing, arts and crafts, and meditation.

Head Medic for High School Sporting Team

2018-2021

Bunda Mulia School

Jakarta Indonesia

Managed a team of students in training on how to do first-aid on sports injuries and organized team meetings to discuss plans of action and rotation. Along with this conducted outreach and held meetings and seminars with esteemed doctors and physical therapists from Jakarta, Indonesia

Walk for a Cause Community Service Member

2017

Jakarta Animal Aid Network

Jakarta Indonesia

Volunteered with Jakarta Animal Aid Network (JAAN) and took part in organizing and participating in walks and runs throughout schools in North Jakarta to raise money for stray animals across Jakarta to aid new homes, medication, food, toys, and more.

SKILLS

PROFESSIONAL AND TECHNICAL SKILLS

- Able to use Microsoft Office programs and software (like Word, Powerpoint, Excel, One Note, Outlook) and PC
- Able to use interfaces such as Zoom, Teams, E-mail, Classroom
- Proficient in reading, writing, and speaking in English and Bahasa Indonesia (Indonesian)
- Able to do office tasks (like printing, scanning, filing, mailing, organizing)
- Able to type 60-70 wpm
- Certified in Adult and Child CPR and First Aid
- Able to use R-Studio for Data Analysis

PERSONAL SKILLS

- Good people skills; able to communicate and resolve pressing issues
- Able to adapt quickly in new environments
- Fast learner to new programs and interfaces
- Willing to learn and grow from experience
- Able to work in teams and group settings