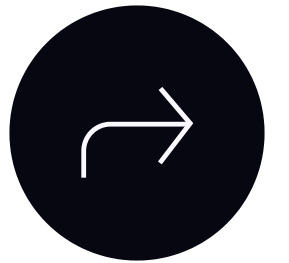
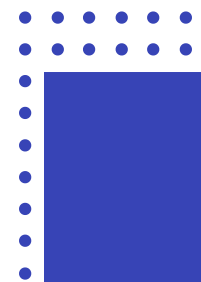


PORTFOLIO



**JESSICA
GRACE
MONICA
TAMBUNAN**



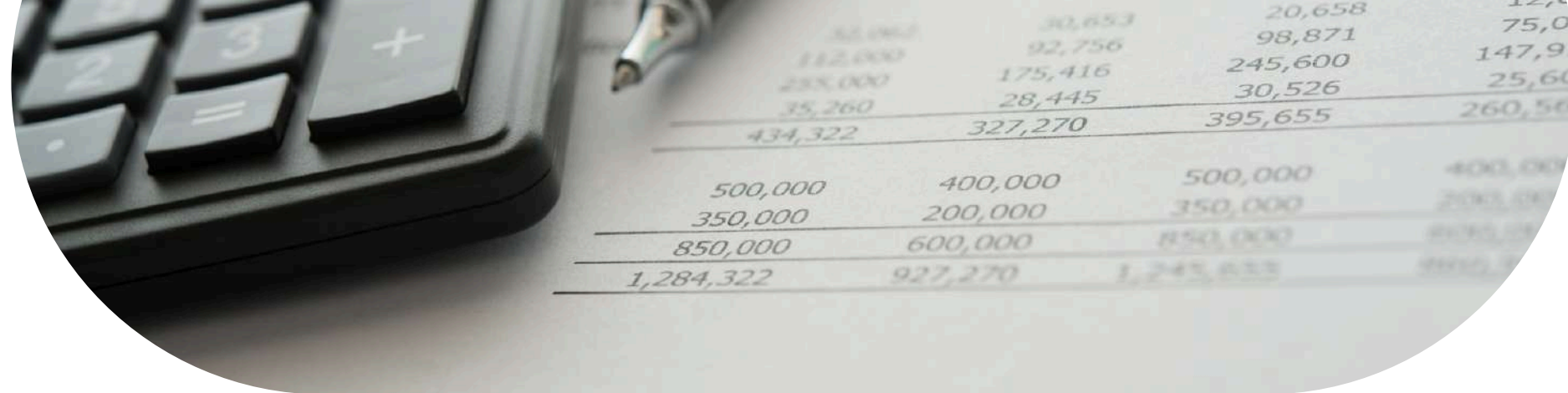
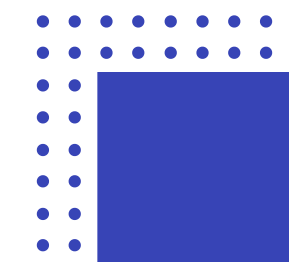
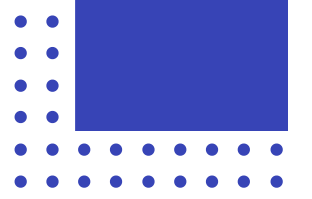


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ABOUT ME

JESSICA
GRACE
MONICA
TAMBUNAN

A highly adaptable and analytical Accounting student from Bina Nusantara University, equipped with hands-on technical proficiency in key accounting and administrative software. My practical experience spans ERP SAP, Mekari Jurnal ID, and e-Faktur Perpajakan, providing a strong foundation for roles in accounting, taxation, and digital finance. I am keen to apply and expand this knowledge while contributing my strong analytical thinking and time management skills.

Recognized as a disciplined and honest individual, I excel in both independent and team-oriented environments. This is demonstrated through my proactive leadership in diverse projects from founding student communities and organizing events to developing marketing strategies, which have sharpened my strategic initiative and collaborative abilities.

With confident professional communication skills, backed by a BUEPT score of 576 (Grade A), I am prepared to effectively contribute in both local and international settings.

[LINKEDIN : www.linkedin.com/in/jessicatambunan](https://www.linkedin.com/in/jessicatambunan)



EDUCATION ✨

BINUS UNIVERSITY - BACHELOR
OF ACCOUNTING, EXPECTED
GRADUATION : 2027

INTEREST ✨

ACCOUNTING
TAXATION
DIGITAL BANKING
PUBLIC RELATION
FINANCE

SKILLS & TOOLS

SOFT SKILLS

- TIME MANAGEMENT
- INTEGRITY
- ATTENTION TO DETAIL
- TEAMWORK
- DISCIPLINE
- PROBLEM SOLVING
- BRAINSTORMING
- FAST LEARNER

HARD SKILLS ✨



Office



CERTIFICATION

mekari university

CERTIFICATE OF COMPLETION
Jurnal Software for Comprehensive Bookkeeping and Accounting Process
Grade B

This certificate is awarded to
Jessica Grace Monica Tambunan

Sally Devina Kie
Director
PT. Mekari Edukasi Nusantara

Certificate No. MU/CB/2024/0252
Issued on 07 February 2024

udemy

CERTIFICATE OF COMPLETION

Advanced Financial Management for CA/CMA/CFA/ACCA/CS/MBA

Instructors: **Raja Natarajan, B.Com., PGDBA, FCA**

Jessica Grace
Date: April 28, 2026
Length: 44.5 total hours

SERTIFIKAT
Public Speaking
No. /SrIg/IV/2024

Jessica Grace Monica Tambunan

Telah Mengikuti Kursus Public Speaking di LKP Seruling

15 April 2024
Pimpinan LKP Seruling
Sekarini W.

BINUS UNIVERSITY

VERIFIED CERTIFICATE
This is to certify that
JESSICA GRACE MONICA TAMBUNAN
has successfully completed English C-Level courses and received passing grade for
ENGLISH FOR ADVANCED ENGLISH
A digital language learning system provided by Binus University

Beelngua Verified Certificate Issued March, 2024 Valid Certificate ID 2024-C-YRRF6QL9zI0a

BINUS UNIVERSITY

VERIFIED CERTIFICATE
This is to certify that
JESSICA GRACE MONICA TAMBUNAN
has successfully completed English C-Level courses and received passing grade for
ENGLISH FOR PROFESSIONAL OFFICE
A digital language learning system provided by Binus University

Beelngua Verified Certificate Issued November, 2023 Valid Certificate ID 2023-C-WLQx2Cn1sUfV

BINUS UNIVERSITY

VERIFIED CERTIFICATE
This is to certify that
JESSICA GRACE MONICA TAMBUNAN
has successfully completed English C-Level courses and received passing grade for
ENGLISH FOR MARKET RESEARCH & BUSINESS COMMUNICATION
A digital language learning system provided by Binus University

Beelngua Verified Certificate Issued March, 2024 Valid Certificate ID 2024-C-clcBCsowAKI

MySkill

MySkill Short Class
October 8th, 2025
This certificate is awarded to:
Jessica Grace Monica Tambunan
For completing short class Finance & Accounting by MySkill titled:
Perpajakan Perusahaan

Angga Fauzan
CEO & Co-Founder MySkill
PT LINIMUDA INSPIRASI NEGERI

Tax Academy Indonesia

SERTIFIKAT
TA36/1912/WFTX/0002

diberikan kepada
JESSICA GRACE MONICA TAMBUNAN
dinyatakan
TELAH MENGIKUTI
Webinar Finding the 'X' in Taxation
Laporan Keuangan Makin Diawasi Pemerintah [Membahas PP 43/2025]
19 Desember 2025

ANDUM SUBAGYA
Chairman of Tax Academy Indonesia

BINUS UNIVERSITY **43 YEARS OF BINUS**

CERTIFICATE

Awarded to
Jessica Grace Monica Tambunan (2702275844)
As Participant
In GLS Webinar: Financial Accounting II
"REVENUE RECOGNITION"
On 9th October 2024

School of Accounting
BINUS University

Ang Swat Lin Lindawati, S.E., M.Com (Hons), Ph.D., CSRS, CSRA, CMA, Cert.DA
Dean of School of Accounting

BINUS UNIVERSITY **42 YEARS OF BINUS**

CERTIFICATE

Awarded to
Jessica Grace Monica Tambunan (2702275844)
As Participant
In Company Visit School of Accounting
"Deloitte Indonesia (KAP Imelda & Rekan)"
On 22nd May 2024

School of Accounting
BINUS University

Ang Swat Lin Lindawati, S.E., M.Com (Hons), Ph.D., CSRS, CSRA, CMA, Cert.DA
Dean of School of Accounting

Tax Academy Indonesia

SERTIFIKAT
TA/2212/TB108/0003

diberikan kepada
JESSICA GRACE MONICA TAMBUNAN
dinyatakan
TELAH MENGIKUTI
Tax Bites
CORETAX: Cara Pengajuan Pengembalian Pajak yang Tidak Terutang
22 Desember 2025

ANDUM SUBAGYA
Chairman of Tax Academy Indonesia

BINUS UNIVERSITY

VERIFIED CERTIFICATE
This is to certify that
JESSICA GRACE MONICA TAMBUNAN
has successfully completed English C-Level courses and received passing grade for
ENGLISH FOR CREATIVE WRITING
A digital language learning system provided by Binus University

Beelngua Verified Certificate Issued September, 2023 Valid Certificate ID 2023-C-896P852PyD57

CERTIFICATION



INTERNSHIP – PT PELINDO TERMINAL PETIKEMAS (IPCTPK)



OVERVIEW :

PT Pelindo Terminal Petikemas (IPCTPK) is a state-owned enterprise (SOE/BUMN) specializing in container terminal operations and integrated logistics services, playing a critical role in supporting Indonesia's port and trade ecosystem.

During this internship, I was involved in supporting financial operations, processing and analyzing large-scale financial data, and contributing to the development of data-driven reporting tools to enhance financial transparency and operational decision-making.

KEY CHALLENGES :

- Managing large financial datasets with high accuracy across multiple sources.
- Ensuring data consistency between spreadsheets and Power BI dashboards.
- Adapting to SAP systems and corporate financial procedures.

POSITION & RESPONSIBILITIES :

- Supported accounting operations, including revenue recapitulation, reconciliation, and verification of financial documents.
- Developed financial dashboards (Excel, Power BI, Google Sheets) to monitor revenue, cost, and performance data.
- Processed financial transactions in SAP, ensuring accurate input and compliance with procedures.

KEY ACHIEVEMENTS :

- Developed integrated financial dashboards (2024–2026) to improve data visibility and reporting efficiency.
- Improved data accuracy through reconciliation and structured financial documentation.
- Selected for internship extension based on strong performance and organizational needs.

BUSINESS EXPERIENCE- HAAWTIEE

OVERVIEW :

Haawtiee was a food and beverage business based in Serang City, established in collaboration with Hippiie. While Hippiie focused on selling beverages, Haawtiee specialized in food. We operated using a modified van similar to a food truck, and also provided a small dine-in area with tables and chairs for our customers, creating a casual and friendly atmosphere.

KEY CHALLENGES :

- Maintaining the freshness and quality of perishable ingredients
- Avoiding financial losses from spoiled or unused inventory
- Ensuring accurate and balanced financial reporting throughout operations



POSITION & RESPONSIBILITIES :

Managed financial operations including budgeting, bookkeeping, and reporting. Oversaw day-to-day operations, collaborated with the team on stock planning and sales strategy, and ensured smooth coordination between the food and beverage divisions.

KEY ACHIEVEMENTS :

- Achieved 68% net profit within the first 3 months through effective pricing and cost management
- Operated successfully for 1 full year, including both on-site and mobile sales
- Built efficient teamwork and cross-functional collaboration with the beverage division
- Closed the business in a planned transition as team members shifted focus to academic and career pursuits

BUSINESS EXPERIENCE- WHATWUT

OVERVIEW :

WhatWut was a campus-based business experience project, where student teams were challenged to conduct market research and develop an innovative business concept. Our team chose to enter the food and beverage sector, specifically by reinventing the traditional Indonesian drink, Es Kuwut, into a modern and healthier product. We developed a Healthy Sparkling Beverage by combining natural ingredients such as coconut water, mint leaves, melon, aloe vera, coconut jelly, soda, and butterfly pea flower (bunga telang). This innovation transformed a familiar traditional drink into a refreshing, functional beverage with health-conscious appeal.

KEY CHALLENGES :

- Ensuring food stock remained fresh and sufficient was a continuous challenge.
- Our financial reports occasionally showed discrepancies and lacked balance.
- Sales didn't always meet targets, and we faced losses due to expired or spoiled ingredients.



POSITION & RESPONSIBILITIES :

Co-Founder & Product Lead

Led product development and innovation, including research on ingredient combinations, formulation, and quality control. Worked closely with the team to ensure efficient production, align with health-conscious branding, and respond to customer feedback during trials and sales events.

KEY ACHIEVEMENTS :

- Successfully generated profits across three sales channels:
 - On-campus business expo
 - Off-campus pop-up sales
 - Online pre-order system
- Received positive customer feedback for product taste, health benefits, and visual appeal
- Positioned the product as a standout innovation among peer business projects, highlighting its potential for real market adoption

BUSINESS EXPERIENCE- NESTELLA

OVERVIEW :

Nestella was a campus-based business project focused on product innovation. As part of our entrepreneurship course, my team and I developed a modern take on edible bird's nest, a traditional health product known for its nutritional value. We created Nestella Jelly, a convenient, ready-to-consume version of bird's nest served in compact, hygienic packaging. Our product was designed for portability and daily consumption, with an all-natural formula. We also replaced refined sugar with stevia to offer a healthier, low-calorie option. The goal was to make bird's nest more accessible to modern consumers without compromising its traditional benefits.

KEY CHALLENGES :

- Ensuring the hygiene and cleanliness of raw bird's nest, which we cleaned manually to meet health standards
- Maintaining the texture, stability, and flavor consistency of the homemade jelly
- Designing safe, attractive, and functional packaging that met hygiene expectations during product testing and presentation



POSITION & RESPONSIBILITIES :

Co-Founder & Chief Marketing Officer (CMO)

Led the branding, positioning, and product presentation strategy.

Coordinated customer insights and worked closely with the product and packaging team to ensure market fit. Developed marketing materials and led the pitch during product evaluation.

KEY ACHIEVEMENTS :

- Received the highest score in our cohort's entrepreneurship class (Accounting major), recognized for our product's:
 - Innovation and originality
 - Taste and texture quality
 - Packaging practicality and design
- Gained strong positive feedback from evaluators on the product's market potential, cleanliness, and overall presentation

EXPERIENCE- BINUS KEMANGGISAN SUPER LEAGUE 2025



OVERVIEW :

Kemanggisan Super League is an annual sports event organized by the BINUS Futsal Student Club, open to all BINUS University students. The event serves as a platform to foster community, healthy competition, and sportsmanship among students across various faculties. Held every year, it has become one of the most anticipated internal futsal tournaments within the university.

POSITION & RESPONSIBILITIES :

Match Operations Team Member

- Managed and recorded match scores in real time using the official scoreboard
- Acted as timekeeper, ensuring all matches adhered to official timing and rules
- Participated in selecting MVP (Most Valuable Player) candidates based on in-game performance
- Assisted in ensuring the smooth execution of matches by coordinating with referees, participants, and other divisions

KEY ACHIEVEMENTS :

- Successfully supported the execution of the event, with matches running on schedule and without technical issues
- Helped maintain accurate match data and player performance records throughout the tournament
- Fostered strong teamwork and coordination within the organizing committee, resulting in minimal evaluation points and a highly effective overall event execution

ORGANIZATION - BINUS ENGLISH CLUB (BNEC)



POSITION & RESPONSIBILITIES :

Active Member

- Participated in regular language development programs, including TOEFL practice tests and structured English sessions
- Attended internal seminars and workshops to improve both speaking and writing skills
- Engaged with fellow members in group discussions and organizational activities that promote teamwork and leadership

OVERVIEW :

BNEC (BINUS English Club) is an official student organization at BINUS University that focuses on enhancing students' English proficiency and soft skills. Prior to admission, new members are required to take a TOEFL placement test to assess their initial English level.

The club conducts regular programs such as TOEFL simulations, English practice sessions, and seminars or events featuring insightful speakers from various professional backgrounds. BNEC serves as a supportive environment for students to grow their English communication skills both academically and professionally.

KEY ACHIEVEMENTS :

- Improved fluency and accuracy in English communication through consistent practice and exposure
- Gained valuable insights from various seminars and guest speakers
- Developed soft skills such as public speaking, time management, and teamwork through active participation in the club's internal programs

ORGANIZATION - BROADCASTING SMA NEGERI 3 KOTA SERANG

OVERVIEW:

The Broadcasting Club was a student-initiated extracurricular activity proposed by me and a group of peers during high school, in response to the growing interest in digital media and creative content at the time. Our goal was to create a platform for students to freely express themselves through audio-visual content, such as podcasts, school news, and short creative videos.

The club also served as a space for students to explore media production, public speaking, and storytelling. We established partnerships with local radio stations, allowing students to gain real-world exposure by contributing as guest podcasters or youth media representatives.

POSITION & RESPONSIBILITIES:

Chairperson & Co-Founder

- Proposed and established the club with school approval
- Organized weekly content planning and media production sessions
- Built relationships with local radio stations and facilitated guest opportunities for members
- Guided members in podcasting, scripting, and voice recording techniques

KEY ACHIEVEMENTS:

- Successfully launched the school's first broadcasting-focused club, which continues to grow
- Produced various student-led content showcasing school events and student perspectives
- Received invitations from partner radio stations for members to appear as youth podcasters
- Encouraged a creative, expressive culture through multimedia storytelling



ORGANIZATION - JOURNALISM SMA NEGERI 3 KOTA SERANG

OVERVIEW :

A flagship extracurricular activity at school (considered on par with OSIS, MPR, and Paskibra), responsible for documenting and publishing school-related events through photography, videography, writing, and digital media.



POSITION & RESPONSIBILITIES :

Vice Chairperson

- Assisted the Chairperson in coordinating club activities and documentation teams.
- Supported event coverage by supervising photography, videography, and editorial work.
- Helped organize meetings, delegated tasks, and communicated with the school administration.



KEY ACHIEVEMENTS :

- Ensured consistent publication of school events in multiple formats (print & digital).
- Mentored junior members and supported leadership transition to maintain sustainability.
- The club continues to run actively with new successors.

ORGANIZATION - ENGLISH CLUB SMA NEGERI 3 KOTA SERANG



OVERVIEW :

Co-founded the English Club with peers after recognizing the absence of such an extracurricular activity at school. The club was established to enhance students' English proficiency through various activities such as speech competitions, news anchoring contests, debates, English discussions, writing workshops, and public speaking practice. The initiative was immediately approved by the school due to its potential to support students' academic and communication development.

POSITION & RESPONSIBILITIES :

Co-Founder & Social Media Coordinator

- Initiated and developed the club's foundation together with peers.
- Managed the club's social media platforms to promote activities and engage members.
- Created digital content and documented events to encourage participation.
- Coordinated with other core members to organize debates, workshops, competitions, and practice sessions.

KEY ACHIEVEMENTS :

- Helped establish a sustainable student club that continues to thrive with increasing membership every year.
- Contributed to building one of the school's recognized extracurricular activities from scratch.
- Maintained alumni connections and provided ongoing support to monitor the club's growth.
- Strengthened skills in communication, teamwork, and digital content management.

ORGANIZATION - MUSIC KRONTJONG

OVERVIEW :

Founded as a new extracurricular activity together with a teacher who was passionate about music, particularly traditional keroncong. Over the course of two years, I and my peers actively learned to play keroncong instruments and performed in various events, primarily in Kota Serang and occasionally outside the city. The club also created routine cover videos published on YouTube, blending traditional keroncong music with modern performance opportunities

POSITION & RESPONSIBILITIES :

Event Coordinator & Performer

- Acted as event coordinator, responsible for communication and preparation whenever the club was invited to perform.
- Shared duties with peers in leading event coordination while also performing on stage.
- Participated in music rehearsals, stage preparation, and technical arrangements before performances.
- Performed as a musician in school, city, and inter-city event

KEY ACHIEVEMENTS :

- Successfully coordinated and performed in multiple events inside and outside Kota Serang.
- Gained extensive experience in playing keroncong instruments on stage.
- Supported the club's creative output through regular cover video production for YouTube.
- Contributed to establishing a sustainable extracurricular activity that continues to perform and grow.



ORGANIZATION - MULTIMEDIA TEAM

OVERVIEW :

An event-based volunteer organization that handled weekly projects, providing multimedia and technical support for various events. The team was responsible for live streaming, event documentation, sound system management, and multimedia content creation, requiring both technical expertise and collaboration skills.



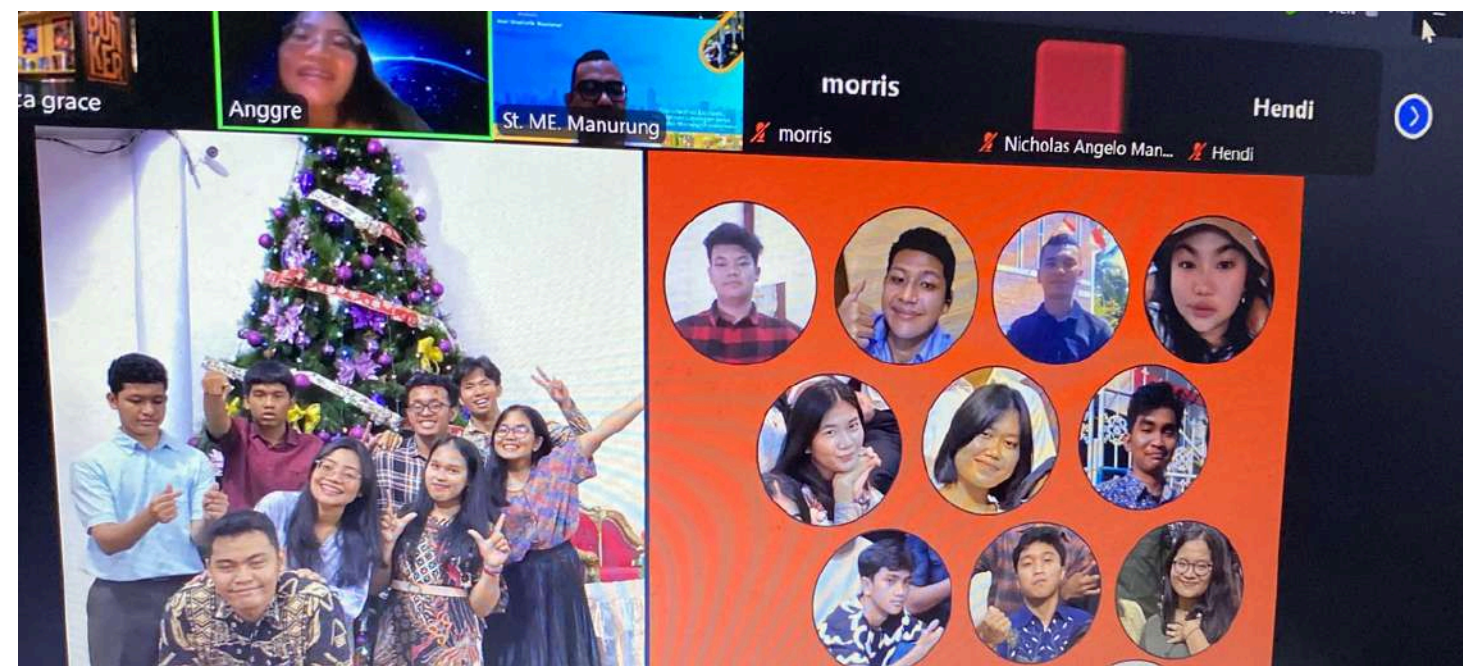
POSITION & RESPONSIBILITIES :

Multimedia Operator (Core Member)

- Operated cameras, video, and audio equipment for live events and streaming.
- Documented events through photography, videography, and post-production editing.
- Managed sound systems and ensured stability during live broadcasts.
- Assisted in preparing slideshows, visual materials, and multimedia presentations.
- Collaborated with fellow core members to plan and execute multimedia support for events.

KEY ACHIEVEMENTS :

- Successfully supported numerous weekly events with reliable multimedia coverage.
- Strengthened technical expertise in live streaming, video production, sound engineering, and editing.
- Built adaptability and problem-solving skills in dynamic and high-pressure event environments.
- Contributed as part of the core team to maintain consistency and quality in event productions.



VOLUNTEER- TFI JUNIOR HIGH SCHOOL TEACHER



OVERVIEW :

Participated as a volunteer teacher under the Teach For Indonesia (TFI) program, which aims to support education for underprivileged children. Before placement, I underwent an assessment to determine suitable teaching subjects. I was qualified for both Mathematics and English and chose to teach Mathematics for 9th-grade junior high school students. This program lasted for one month and became a memorable experience that enriched both my teaching ability and social awareness.

POSITION & RESPONSIBILITIES :

Volunteer Math Teacher

- Designed and delivered weekly Mathematics lessons for 9th-grade junior high school students.
- Created learning materials and exercises adapted to students' needs and skill levels.
- Engaged students through interactive teaching methods to improve their understanding.
- Collaborated with fellow volunteers and coordinators to ensure program success.

KEY ACHIEVEMENTS :

- Successfully taught Mathematics to underprivileged students for one month.
- Strengthened communication and classroom management skills through hands-on teaching.
- Enhanced empathy, patience, and adaptability in working with diverse learners.
- Reinforced personal academic knowledge while contributing to students' learning progress.
- Gained valuable experience in social contribution and community service.



VOLUNTEER- TFI OUTREACH AND CAMPAIGN TEAM



OVERVIEW :

Joined the Outreach and Campaign Team under the Teach For Indonesia (TFI) program, conducting school outreach activities and awareness campaigns. One of the key initiatives was an anti-corruption campaign at Sekolah Hati Kudus Jakarta, where the team engaged students through presentations, discussions, and interactive games. The activity aimed to raise awareness among young learners about the importance of integrity and anti-corruption values.



POSITION & RESPONSIBILITIES :

Outreach & Campaign Team Member

- Delivered presentations and facilitated interactive sessions on anti-corruption awareness.
- Designed and conducted games to engage students and reinforce key messages.
- Collaborated with teammates to prepare campaign materials and program structure.
- Represented TFI in promoting values of integrity and good citizenship.



KEY ACHIEVEMENTS :

- Received highly positive and enthusiastic feedback from both students and teachers.
- Successfully created an engaging learning environment that encouraged active participation.
- Improved public speaking, teamwork, and campaign management skills.
- Gained hands-on experience in school outreach and community engagement projects.
- Contributed to advancing TFI's mission of fostering education and civic awareness.

VOLUNTEER- CHARACTER BUILDING AND CIVIC ENGAGEMENT PROJECT



OVERVIEW :

This project was carried out as part of a civic engagement and ecosystem management initiative. Together with my team, I conducted research in Kali Sekretaris, a river area in West Jakarta that is highly prone to flooding. The project aimed to understand the root causes of frequent flooding, its impact on the local community, and the mitigation efforts already being practiced. By combining observation, interviews with residents, and field documentation, we gained direct insights into both the challenges and solutions in managing urban river ecosystems.

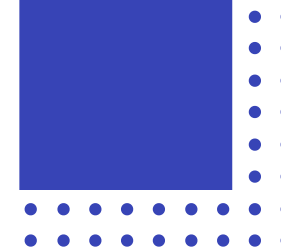
POSITION & RESPONSIBILITIES :

- Participated in direct field observation and documentation of the river and surrounding environment.
- Conducted structured interviews with local residents to gather insights about flood causes, impacts, and existing mitigation efforts.
- Observed first-hand community initiatives, such as river-cleaning activities, to reduce the severity of flooding.
- Contributed to data collection, analysis, and presentation of findings.

KEY ACHIEVEMENTS :

- Identified root causes of flooding, including river pollution, waste management issues, and infrastructure gaps.
- Compiled research into practical and sustainable recommendations for flood prevention and ecosystem improvement.
- Enhanced skills in teamwork, research methodology, community engagement, and environmental analysis.
- Gained awareness of the importance of civic responsibility and collaboration in addressing environmental challenges.





THANK YOU

Thank you for taking the time to review my portfolio. I am eager to bring my analytical skills, technical accounting knowledge, and passion for innovation to a forward-thinking team. Please feel free to connect with me to discuss potential opportunities.



jessicatambunan.skss@gmail.com



www.linkedin.com/in/jessicatambunan



[@cjeiisyc](https://www.instagram.com/cjeiisyc)