

Puti K. Indaswari

Springfield, MO

+1 (425)-229-8308 | puti23indaswari@gmail.com | <https://www.putikayoprojects.com/>

EDUCATION

Master of Business Administration

Overall GPA: 3.66/4.00

Missouri State University - Springfield, MO | Supply Chain Management Certification

Eligible for 3 years of U.S. work authorization (OPT + STEM OPT); no sponsorship needed at this time.

Bachelor of Science in Merchandising and Product Development

Overall GPA: 3.54/4.00

Missouri State University - Springfield, MO | Minor in Advertising and Promotion.

RELEVANT EXPERIENCE

Graduate Assistant

February 2025- Present

Management Department | Springfield, MO

- Supported faculty and the entrepreneurship lab with branded merchandise production and logistics coordination.
- Assisted faculty with class needs, including grading assignments, preparing teaching materials, managing course logistics, and handling confidential records.
- Performed front desk duties for the Management Department, including greeting visitors, responding to inquiries, scheduling appointments, and maintaining office organization.

Graduate Assistant

August 2024- January 2025

Office of Inclusive Engagement | Springfield, MO

- Conducted research to support inclusive programming and institutional reporting.
- Produced and managed multi-channel content strategies for LinkedIn, Instagram, and Facebook, aligning communication flows across partners.
- Ensured cross-functional alignment on messaging, event promotion, and timeline execution across university units.

Merchandising Intern

June 2023- August 2023

SOGO Department Store Head Office | Jakarta, Indonesia

- Performed sales and trend analysis using Excel (VLOOKUP, PivotTables, etc) to optimize product mix and inform buying decisions and pricing strategy.
- Analyzed sales performance across product lines and prepared reports for executive review.
- Developed product education materials and marketing content to streamline in-store communication and customer experience.

ADDITIONAL EXPERIENCE

Student Employment Representative

June 2024- July 2024

Plaster Student Union | Springfield, MO

- Created outreach strategies and optimized informational touchpoints to promote student employment services.
- Acted as the first point of contact at orientation events to guide 100+ student and parent inquiries.

House Crew Manager

August 2023- May 2024

Plaster Student Union | Springfield, MO

- Supervised and trained 10+ student staff, ensuring efficient event setup and customer service.
- Facilitated team meetings, provided feedback, and created a supportive work culture.
- Improved operational workflows and coordinated logistics for high-traffic campus events.

SKILLS

- **Technical:** Microsoft Excel (VLOOKUP, Pivot Tables), Microsoft Office Suite, Google Colab, Python (Pandas, scikit-learn), Canva, Adobe Creative Suite (Illustrator, Photoshop).
- **Business:** Supply Chain Management, Inventory Analysis, Demand Forecasting, Operations Strategy, Market Research, Merchandising Strategy, Assortment Planning, Consumer Insights.
- **Professional:** Cross-functional Collaboration, Verbal & Written Communication, Time Management, Leadership, Customer-Centric Mindset, Adaptability.

ACADEMIC ACHIEVEMENTS

- Dean's List - multiple semesters.
- Completed literature review on Supply Chain Finance and Agency Theory - Summer 2025.
- Selected for leadership roles in both academic and campus work environments.