LEO SEBASTIAN

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SUMMARY

Business Administration in President University with practicing experience in business development, client engagement, and commercial operations within a technology-driven environment. Have high interest & dedicate in financial market (Crypto & Stocks). Experienced in facilitating client meetings, developing proposals, and coordinating vendors and internal teams to support project execution and business growth.

WORK EXPERIENCE

Business Development Specialist - PT Kisara Global Capital (K3X Lab) **Sep 2025 - Jan 2026**

- Facilitated 20+ client & partnership meetings, preparing agendas and Minutes of Meeting (MoM) to align follow-up actions across clients, internal teams,and external partners.
- Developed 10+ client-focused proposal covering budget planning, benchmarking, & solution flow, translating technical concepts into clear & actionable business recommendations.
- Sourced and evaluated 15+ vendors aligned with client and project requirements, while coordinating with external partners to maintain long-term B2B collaboration opportunities.

Business Development & Partnership Internship - Nazava Water Filters **Feb 2026 - Mei 2026**

- Supported partnership development with government institutions, NGOs, and organizational stakeholders through business meetings, presentations, and relationship management.
- Coordinated partnership visits and business trips, including meeting schedules, travel logistics, cross-departmental coordination, and on-site execution.
- Managed CRM and optimized the company's global website using WordPress and Avada, including content updates, UX improvements, and issue identification.
- Executed institutional and public events, handling booth setup, product displays, event operations, and product presentations to public audiences.

EDUCATION

Bachelor of Business Administration **Aug 2023 - Present**
President University
- GPA 3.71 / 4.00

High School Diploma **July 2020 - June 2023**
SMA Kristen Nasional Anglo (Science)
- Score: 86.7

ADDITIONAL INFORMATION

Technical Skills:
- Business Development & Partnership Management
- Client Engagement & Relationship Management
- Proposal Development, Budgeting & Presentation
- Vendor Sourcing & Partnership Support
- Commercial Operations & Administrative Support
- Project Coordination, MoM & Documentation
- Productivity Tools (Google Workspace, Microsoft Office, Canva, AI Tools)

Languages: Indonesia (Native), English (Fluent)
Certifications: Duolingo English Test : 105
Awards:
- "Innovate & Dominate Prototype Challenge" Award for contributions to Economic Survival Projects.