**LEONDY PRIMA**

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| **Monash University** | ***2014 – 2018***  |

# Education

Bachelor of Science in Biotechnology (CGPA**:** 3.1/4.0)

**Sutomo 1 High School  *2012 – 2014***

Natural Science Stream (WAM: 82%)

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**Work Experience**

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| **Junior Program Manager, Earthqualizer** | *(Indonesia) Feb 2021 – now* |

* Ensuring smooth implementation of projects and monitoring of deliverables of the organization’s projects (project management). I am skilled in managing clients’ expectations and balance them with our organization’s considerations.
* Conducting due diligence analysis on our clients’ suppliers and providing a risk assessment of specific suppliers using open-source research and complementary data.
* Providing strategic advice on the implementation of sustainability policies, resolution of grievances raised by non-governmental organizations (NGOs) and other third parties. Clients such as palm oil growers, palm oil trading and refining companies and fast-moving consumer good (FCMG) companies have benefitted from this.
* Participating in multi-stakeholder engagement platforms such as workshops, webinars, meetings, etc. to drive change and support capacity building in the public sector level (e.g. government and regulating bodies), private sector level, community and civil society.
* Coordinating and leading the Helpdesk Team of Earthqualizer, which is in charge of providing technical support and handling client’s requests.
* Writing thematic reports and in-depth case reports on selected themes or company groups, containing all the relevant information for those who are in need of in-depth knowledge. The reports may contain information such as the total NDPE non-compliances, social conflicts, supply chain linkages, financial data, company shareholding structure, etc.
* Handling project acquisition and extension, such as reaching out and networking with major actors in the palm oil supply and securing the satisfaction from the current clients such as Procter & Gamble, Bunge, Louis Dreyfus Company and Kuala Lumpur Kepong. This has enabled Earthqualizer to acquire new projects and upgrade the value of the exisiting projects.

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| **Sustainable Sourcing Consultant, Aidenvironment/Earthqualizer** | *(Indonesia) Feb 2020 – Feb 2021* |

* Ensuring smooth implementation of projects and monitoring of deliverables of the organization’s projects (project management). I am skilled in managing clients’ expectations and balance them with our organization’s considerations.
* Conducting due diligence analysis on our clients’ suppliers and providing a risk assessment of specific suppliers using open-source research and complementary data.
* Providing strategic advice on the implementation of sustainability policies, resolution of grievances raised by non-governmental organizations (NGOs) and other third parties. Stakeholders such as palm oil growers, palm oil trading and refining companies and fast-moving consumer good (FCMG) companies have benefitted from this.
* Participating in multi-stakeholder engagement platforms such as workshops, webinars, meetings, etc. to drive change and support capacity building in the public sector level (e.g. government and regulating bodies), private sector level, community and civil society.

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| **Traceability and Sustainability Analyst, Musim Mas Group** | *(Indonesia) Nov 2018 – Feb 2020* |

* Handling palm products traceability requests from customer and analyzing production, sales and refinery data for oil palm and its derivatives. My analysis contributes heavily to Musim Mas' initiative to dedicate selected refineries to processing traceable and sustainable palm oil exclusively.
* Engaging and communicating about complex sustainability concepts with suppliers, customers, NGOs and other stakeholders in the oil palm industry. I have participated in grievance handling with dozens of Musim Mas suppliers and overseen several capacity building and supplier workshops for approximately 40% of our total suppliers about sustainability and No Deforestation, Peat and Exploitation (NDPE) topics.
* Creating individual supplier profile for each group by synthesizing key information from sustainability report, annual report, media reporting, NGO reporting and other publicly available information. I have developed detailed company profile for all of Musim Mas 200's supplier groups (open source research), helped to inform our procurement department to ensure that the suppliers are in compliance with sustainability policies. The supplier profiles have also made sustainability engagement significantly easier, cutting the length of process by 20 - 40 %.
* Since March 2019, I have conducted comprehensive individual assessments for approximately half of supplier mills and enabled us to have a detailed look at our supply base. I have also contributed to the development of sustainability roadmap for Musim Mas that set sustainability targets for ourselves until 2025 and beyond. This has significant potential to affect the course of Musim Mas sustainability history and contributed to palm oil sectoral transformation.

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| **Virtual Sales Intern, Sellbytel**  |  *(Malaysia) June – Sept 2018*  |

* Generating leads for high-end PCs and other IT Products
* Addressing and responding customers’ feedback and grievance.
* Coordinating with telemarketing and end-sales teams to obtain new clients



# Competencies and Other Information

* Excellent command of English, Bahasa Indonesia and Chinese (Hokkien). Good working knowledge of Bahasa Malaysia and Chinese (Mandarin)
* Skilled in using computer programs such as Microsoft Word, Excel, Visio, PowerPoint and Adobe Photoshop
* Knowledgeable about genetics, biotechnology, cellular biology and microbiology (both theoretical knowledges and practical skills)
* Experienced in engagement with NGOs, public sectors & other stakeholders
* Avid reader of various literary works, news and journals
* Excel in general quantitative and qualitative data analysis, data interpretation and data presentation
* Proficient in due diligence analysis and policy compliance monitoring of third parties
* Well-versed in open source research and information synthesis
* Knowledgeable about Environmental, Social and Governance (ESG) standards and reporting
* Second runner-up in Annual Monash Debating Competition (2017 and 2016)
* Reached the semi-final stage of Monash Badminton Champion Cup (2016)
* 6th place during the North Sumatran Provincial Biology Competition (2014)