

## CURRICULLUM VITAE

### Imam Budi Prasetiawan

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#### Personal Data

Nationality : Indonesia  
Place & date of birth : Jakarta, 19 December  
Marital Status : Married with three children  
Sex : Male  
Hobbies : Reading, Internet, Badminton, Chess ,  
Swimming

#### Educational Background

- August 1994. BA in Library & Information Science, Faculty of Letters – UI Depok
- Master in Communication Science, Mercu Buana University (2018)
- TOEFL Score: 553 (Test Taken on April 2017)
- TOEIC Score: 900 (Test Taken on August 2017)

#### Seminar and advanced Training

- **July 22-23, 2010**, "LeadVisory - Leadership Training for supervisor level" held by Talent Management Bina Nusantara, Jakarta
- **November 24, 2009**. "Lokakarya Manajemen Jurnal Ilmiah dan Naskah" held by RCSC Bina Nusantara dan BKSTI, Binus University, Jakarta
- **June 18, 2009**. One Day seminar "Libraries and Democracy", held by FPPTI and ISIPII, University of Indonesia, Depok.
- **August 13-15, 2008**. *American Corner Annual Conference*, UMM, Malang-East Java
- **July 26, 2008**. LibraryConnect Seminar, *Towards the World Class University Seminar* Room, Rektorat UI, Depok.
- **March 2005**. Macromedia Dreamweaver Training, Digital Studio, Jakarta *One week training to learn the basic skill of using Macromedia's software as tools for designing websites and manage the images. (Dreamweaver, Flash and Fireworks)*
- **March 2003**. Training in "Search strategy using Factiva Online database" and "Working Smarter with Internet". RPO Vienna, Austria *One week training to learn the basic and advanced search information skill of using Factiva Online database and How to use information from internet to enhance our jobs.*
- **September 2001**. NetDiplomacy Conference and Post Conference Technical Training. Washington DC, USA *Three days Conference and three days Post Conference Training*

- **August 2000.** "Core Competencies Training for IRC Staff", US Embassy Bangkok, Thailand *One week training to use online resource, How to communicate with our colleagues etc.*
- **November 1998.** "Team Building to Goals Training : DISC personality Analysis

### **Consultant for the Library Development**

#### **ILO (International Labor Organization) Indonesia Office, (2007)**

- Providing consultancies and troubleshooting in the Library Automation using CDS/ISIS software.

#### **Indonesian National Library, Jakarta (1999)**

- Providing Training and workshop to the staff of Technical and Book processing Division on "CDS/ISIS software and INMAGIC training" .

#### **Indonesia Disaster Management Center (Bakornas PB) (1998)**

- Providing Training and workshop to the IDMC staff Documentation Division on "CDS/ISIS software and training".

#### **AMI /ASMI Central Library, Pulomas, East Jakarta (1991 - 1992.)**

- Providing consultancies in the Library Automation using CDS/ISIS software.

#### **REPUBLIKA Daily Newspaper Library, Jakarta (1991)**

- Providing consultancies and training on the Library Automation using CDS/ISIS software and Heurisko.

#### **Bristol Myers Squibb pharmaceutical Company, (1995)**

- Providing consultancies and troubleshooting in the Library Automation using CDS/ISIS software.

### **Professional Development**

- Member of IPI (**Indonesian Library Association**)
- Forum of Indonesian Academic Librarian – DKI Jakarta Chapter (**FPPTI DKI Jakarta**)  
-- *Head of ICT commission*
- Member of ISIPII (**Indonesian Library Scholar Association**)
- Country Coordinator and National Country Editor for E-LIS  
(**Eprints for Library and Information Sciences**)  
<http://eprints.rclis.org/> and <http://eprints.rclis.org/view/countries/ID-.html>

### **Publication (printed)**

- "Peranan Bibliografi Nasional Indonesia dan Berita Bibliografi dalam pengawasan bibliografi Rujukan di Indonesia" Published in **Visi Pustaka**, February 2004.
- "Pedoman pembuatan Pangkalan data perpustakaan dengan CDS/ISIS dan WINISIS" bahan kuliah, JIP UI dan YARSI.
- "Peningkatan layanan Informasi dengan Layanan Perpustakaan Berbasis Elektronik: Pengalaman Praktis IRC Jakarta", *makalah* yang dibawakan dalam rangka **Musyawarah Kerja Jaringan Perpustakaan (JP) APTIK** (Asosiasi Perguruan Tinggi Katolik) di Tretes, Pasuruan, Jawa Timur. 16-18 Juni 2003.



tentang pelatihan penelusuran Informasi di Internet oleh FPPTI DKI Jakarta, Agustus 2003.

- Buku Saku MBRC 2008, Profil Singkat Perpustakaan FISIP UI Agustus 2008

### **As a Speaker in Workshop/Seminar/Conference:**

- "The Role of E-LIS (Eprints for Library and Information Science) to Support the Development of OA Movement in Indonesia", CONSAL Conference and Meeting, di Hotel Dynasty, Denpasar, Bali, 27-31 May 2012.
- "Keberaksaraan Informasi (Information Literacy) bagi SDM Pengelola Perpustakaan di Era Keterbukaan Informasi, 2012. In Pelatihan Pengelola Perpustakaan di lingkungan Kementerian Perindustrian, Park Hotel, East Jakarta, Indonesia, 26 - 28 Mei 2011.pp.1-16.
- "Standardisasi Metadata Sumber Daya Digital Local Content " Seminar Nasional dan Workshop, *How to be part of Indonesian Scientific Portal*, Di Auditorium AJB, FISIP UI, Depok, 20-21 April 2010
- "Peningkatan layanan Informasi dengan Layanan Perpustakaan Berbasis Elektronik: Pengalaman Praktis IRC Jakarta", *makalah* yang dibawakan dalam rangka *Musyawarah Kerja Jaringan Perpustakaan (JP) APTIK* (Asosiasi Perguruan Tinggi Katolik) di Tretes, Pasuruan, Jawa Timur. 16-18 Juni 2003.
- "Strategi Penelusuran Informasi melalui Internet" *materi pelatihan* seminar sehari tentang pelatihan penelusuran Informasi di Internet oleh FPPTI DKI Jakarta, Agustus 2003.

### **Working Experiences**

#### **February 2011 – Present**

Position: *Head of Library at LKC (Library and Knowledge Center)*

**Binus Business School, Binus JWC Campus , Hang Lekir, South Jakarta, DKI Jakarta**

Responsibilities:

- (1) Managing all of library operation management, including Acquisition, processing and providing reference services for users.
- (2) Analyzed the information within the retrieved references and sorted to fit the client's needs.
- (4) Conducting an "Information Literacy" Training to the Library Users
- (5) Conducting a several *in house* technical and soft skill training for library staffs.
- (6) Managing and supervising one Branch Library at FX Building

#### **February 2009 – 2010**

Position: *Reference Librarian/Subject Specialist at LKC (Library and Knowledge Center) Binus University Anggrek Street, Kemanggisian, DKI Jakarta, West Java*

Responsibilities:

- (1) Managing and providing high quality reference services to the library users (Lecturer, Researcher and students). Analyzed the information within the retrieved references and sorted to fit the client's needs.
- (2) Assist the Library Manager to manage the e-contents and Library Websites.



development and services

- (4) Conducting an "Information Literacy" Training to the Library Users
- (7) Conducting a several *in house* technical and soft skill training for library staffs.

**June 2008 – February 2009** Position: *Librarian at MBRC (Miriam Budiardjo Resources Center), FISIP UI, Depok, West Java*

Responsibilities:

- (1) Managing and processing library materials including books, scientific journals, magazines, research report
- (2) Assist the Library director to manage the library management.
- (3) Assist the Library director to manage American Corner at MBRC including the activities and reporting to the U.S. Embassy.
- (4) Assist the Library director to manage World Bank Corner at MBRC including the activities and reporting to the World Bank.
- (5) Conducting an "Information Literacy" Training to the Library Users

**June 2007 – June 2008**

Position: *Self employment.*

As a part time computer teacher in several Computer course Institution and private tutor. Giving a *studium Generale* for a new students at STMIK Swadharma in 2006 and 2007.

**September 1999 – June 2007**

Position: *IRC Assistant/U.S. Embassy Webmaster, at Information Resource Center, Public Affairs Section, U.S. Embassy Jakarta.*

Some of my Responsibilities are:

**U.S. Embassy Webmaster**

- (1) Regularly maintains and updates the U.S. Embassy official website, both in bahasa Indonesia and English version.
- (2) Providing 24/7 website's information update capabilities (including holiday and weekend)
- (3) Generate and prepared the analysis report of US Embassy's Statistical Report
- (4) Coordinate with other section in US Embassy to ensure the Information in the U.S. Embassy official website is update and accurate.

**Research/Reference activities**

- (1) Provide in-depth research for direct response to the target audience.
- (2) Understand the client's requests. Defines the client's request in detailed, such as the specific topic, the depth of the research conducted, which particular sources to be used (articles, statistical information, official statements, Press Releases, briefings and policies, etc).
- (3) Analyzed the information within the retrieved references and sorted to fit the client's needs.
- (4) Maintain IRC records of user request and responses for IRC monthly statistics usage report.
- (5) managing library materials including books, journals, magazines, and Electronic resources (CD and online databases).
- (6) Responsible to develop and maintain the library database and the library



### **Outreach and Publication**

- (1) Designs the *IRC Article Alert* (also *NUSA magazine* -- before change the name to IRC Article Alert -- both printed and web version) in terms of visual layouts, selection of articles, book reviews. [*sample of NUSA and IRC Alert are attached*].
- (2) Preparing the opening of 10 new American Corners projects at 10 universities throughout Indonesia.
- (3) Provide information, training and other materials to the 10th American Corner Directors/Assistants with IRC Commercial Databases, USGOV sites or information research strategies in databases.

### **September 1998 – March 1999**

**CIFOR (Center for International Forestry Research) Library** - Information and Services Group (*Assistant Librarian*), Bogor, West java.

Responsibilities:

- (1) Providing and developing reference services for CIFOR Staff and other users
- (2) managing library materials including books, scientific journals, magazines, research report
- (3) Managing and developing the library databases and the library management systems
- (4) performing circulation of library materials

### **March 1998 – August 1998** Position: *Librarian at UPT Library Center, Politeknik Gajah Tunggal*, Tangerang

- West Java.

Responsibilities:

- (1) Auditing the Library collection, including rebuilds the catalog of library database in UPT Library Center, Politeknik Gajah Tunggal, Tangerang.
- (2) Assist the Library director to manage the library management system.
- (3) Published "*News and Ideas*", a library's monthly newsletter

### **May 1996 – March 1998** Position: *Librarian at SONGBIRD Library, PT. Gajah Tunggal Mulia*, Corporate

and Recruitment Training Department, Jakarta

Responsibilities:

- (1) Auditing the Library collection, including rebuilds the catalog of library database in PT Gajah Tunggal Mulia Library.
- (2) Assist the Library director to run the library management system.
- (3) Published "*Songbird Newsletter*", a library's activities monthly newsletter

### **May 1995 – May 1996**

Position: *Head of Library at PT. Pharos Indonesia* (Pharmaceutical company), Medical and Scientific Department, Research and Development Division, Jakarta.

Responsibilities:

- (1) Managing all of library operation management, including Acquisition, processing and providing reference services for users.
- (2) Assist the Library director to run the library management system.
- (3) Provides reference services on Pharmaceutical and Medical Information request.

### **June 1993 – December 1993**

Position: Library Assistant, **British Council Library**, Jakarta Responsibilities:



- (2) input data into library database
- (3) performed circulation service of library materials
- (4) performed reference service

### **July 1992 – September 1992**

Job Training/Internship at Islamic Information Center/ Walisongo Library, Jakarta

Responsibilities:

- (1) managed library materials (books, serial publishing, and audio visual)
- (2) input data into library database
- (3) performed circulation service of library materials
- (4) performed reference service

### **Special Abilities**

- Be able to use text-base software for documentation system, like micro CDS/ISIS (<http://www.unesco.org/webworld/isis/isis.htm>), WINISIS, InMagic (<http://www.inmagic.com>), and Athaneum Light (<http://kali.multiply.com>).
- Be able to speak english.
- Has a broad Networking with Indonesian Librarians and Library Associations, such as FPPTI, APISI (Indonesian School librarian Association), APTIK, IPI (Indonesian Librarians Associations), American Corners, Kali (Athaneum Light Users groups), CDS/ISIS users groups etc.
- Knowledgeable and have experience in using several desktop publishing software, such as, Adobe Pagemaker, Photoshop, Coreldraw, Ventura and Amipro.
- Knowledgeable and have experience in using online research databases, such as Factiva, EbschHost, LexisNexis and Proquest Online.
- Be able to use some internet authoring and image processing tools like: Microsoft Frontpage and Macromedia Dreamweaver (html editor), Adobe Photoshop and Macromedia Fireworks (Image editor).
- Able to do text processing with PDF, Word, Text, and HTML format.
- Be able to use MS Office (Word, Excel, Access and Powerpoint)
- Be able to perform online searching from CD-ROM or Internet
- Be able to use information analysis tools like: Anglo American Cataloging Rules (AACR2), List of Subject Headings, Thesaurus, Library of Congress Subject Heading (LCSH), Dewey Decimal Classification (DDC), and Universal Decimal Classification

### **AWARDS**

- *1<sup>st</sup> Place, the Best Academic Librarian, KOPERTIS Wilayah III, Jabodetabek, 2011*
- *Runner Up, the Best Academic Librarian, KOPERTIS Wilayah III, Jabodetabek, 2012*

### **Educational Experience**

- **January 1994 - July 1994.** Assistant Lecturer in Library and Information Science Department for lecturing in Application of Information Technology. (CDS ISIS and Inmagic.)
- **July 1996 – December 1996.** Lecturer in University of YARSI, Library and Information Science Department for lecturing in Library Automation (CDS ISIS and Inmagic.)

### **Web Portfolio**

<http://Jakarta.usembassy.gov> (webmaster & designer).

Creating the contents and designs of US Embassy Jakarta official website.

<http://Jakarta.usembassy.gov/americancorner> (webmaster & designer). Designing and creating American Corners Indonesia