

SHARON EVANGELICA MANETE

(+62) 812-4390-3898 | sharonevangelica2009@gmail.com

Jakarta, Indonesia



SUMMARY

I am a strategic virtual assistant and creative writer with a strong academic background in higher education management, quality assurance, and research. I support academic and professional projects through structured project coordination, research assistance, and administrative management, helping individuals and organizations work more efficiently and systematically. I have extensive experience handling both short-term tasks and ongoing projects, including task and workflow management, document preparation, scheduling, research organization, and reporting. My work is characterized by accuracy, clarity, and strong organizational structure, supported by analytical thinking, attention to detail, and problem-solving skills.

In addition to virtual assistance, I offer expertise in creative and reflective writing, including narrative writing, creative nonfiction, and concept-driven content. With a solid academic and research-oriented foundation, I deliver well-structured, coherent, and meaningful written work tailored to project objectives and audience needs.

Detail-oriented, proactive, and dependable, I am committed to delivering professional virtual support and high-quality writing while maintaining strong standards of organization, consistency, and reliability.

EDUCATIONAL BACKGROUND

- **State Christian Institute of Palangka Raya**
Doctoral Program in Christian Religious Education, 2023-Present
- **Calvary Baptist Theological Seminary**
Master's Program in Theology, 2021-2023
- **Calvary Baptist Theological Seminary**
Bachelor's Program in Theology, 2018-2021

WORK EXPERIENCE

Calvary Baptist Theological Seminary

Head of Quality Assurance Task Force (2023-2025)

- Led the comprehensive development and implementation of the Internal Quality Assurance System (IQAS) based on the PPEPP cycle, covering standard setting, implementation, evaluation, control, and continuous quality improvement.

- Formulated and developed quality assurance policies and frameworks, including academic and non-academic quality standards aligned with the institution's vision, mission, and strategic plan.
- Coordinated internal evaluations and quality audits at both institutional and study program levels, ensuring follow-up actions as a basis for strategic decision-making and performance improvement.
- Monitored institutional compliance with national higher education standards and accreditation requirements, including SN-Dikti and accreditation bodies, through integrated and accurate quality data management.
- Directed long-term, data-driven quality assurance strategies while mentoring the quality assurance team and strengthening a culture of quality across all units through cross-unit coordination.

Secretary of Research and Community Service Department (August 2025 - October 2025)

- Provided strategic support in planning, formulating, and developing research and community service agendas aligned with the institution's vision, mission, and strategic plan.
- Coordinated administrative management of LPPM policies, including drafting, archiving, and distributing policy documents, guidelines, standard operating procedures (SOPs), and regulations related to research and community service.
- Supported institutional strengthening of LPPM, particularly in research and community service quality management, monitoring and evaluation systems, and institutional performance reporting.
- Managed internal and external coordination, including communication with faculty researchers, community service teams, quality assurance units, academic programs, and external partners.
- Conducted evaluation and quality improvement activities through administrative and substantive support in internal quality audits, performance evaluation of research and community service, and formulation of continuous improvement recommendations.

Secretary to the Vice Chair I for Academic Affairs (March 2025 - December 2025)

- Participated in the development of academic programs, including preparation of materials, documentation, and coordination of academic activities.
- Assisted in formulating long-term academic initiatives, including academic quality assurance initiatives.
- Supported conceptual planning for institutional improvement, particularly in strengthening academic development.
- Contributed to strengthening academic quality management systems through support in planning, implementation, and evaluation processes.
- Supported the integration of academic planning with quality assurance systems as part of institutional academic quality enhancement.

Assistant Director of Postgraduate Programs (July 2023 - March 2025)

- Involved in the development of graduate academic programs, including preparation of materials, documentation, and coordination of academic activities.

- Formulated and supported long-term graduate academic initiatives, including graduate-level quality assurance initiatives.
- Assisted in conceptual planning for graduate program development, particularly in strengthening governance and academic quality.
- Contributed to strengthening graduate academic quality management systems through support in planning, implementation, and evaluation.
- Supported the integration of graduate academic planning with quality assurance systems to enhance institutional academic quality.

Librarian Staff (February 2019 - July 2021)

- Managed and organized library resources, including academic collections and biblical studies materials, to support teaching, learning, and institutional development.

HIGHER EDUCATION EXPERIENCE

TEACHING

I have been actively involved in teaching and educational activities since 2019, initially serving as a Teaching Assistant with responsibilities that included supporting instructional processes, preparing course materials, and mentoring students. Since 2021, I have served as a Lecturer, teaching and delivering courses in Hebrew Language, Old Testament Survey, Old Testament Theology, Advanced Old Testament Studies, and Hermeneutics at the undergraduate and/or graduate levels.

Teaching activities have been conducted continuously with a strong focus on strengthening students' academic competencies, deepening biblical text comprehension, and developing theological and analytical thinking skills.

RESEARCH AND SCHOLARLY PUBLICATIONS

I have written, presented, and published a number of scholarly works through various national and international academic forums. In 2024, I was actively engaged as a presenter in multiple seminars, symposiums, and conferences addressing issues in theology, education, religion, culture, ethics, as well as developments in technology and artificial intelligence within social contexts.

In the area of publications, I have authored and co-authored several academic articles and scholarly works, both as a sole author and as a second author. These publications address themes including theology, biblical studies, social justice, religious education, art and spirituality, and the relationship between faith, ethics, and technology. In addition to research-based publications, I have also written and published works related to Community Service activities and contributed to book chapters as part of academic development and scholarly dissemination.

COMMUNITY SERVICE

I have been actively involved in various Community Service initiatives focused on strengthening leadership, education, and community capacity building. These activities include serving as a facilitator and speaker in seminars, public dialogues, and educational programs addressing topics such as national awareness, leadership development, the relationship between faith and creation, and the introduction to and deepening of Hebrew language studies as part of strengthening biblical literacy.

I have also participated as a mentor in community-based curriculum development processes aimed at improving the quality of education and ministry. As part of the academic outputs of community service, I have written and published Community Service articles documenting transformative partnerships, mentoring practices, and collaborative curriculum development within the contexts of religious education and church communities.

PROFESIONAL TRAINING

Internal Quality Assurance System

Training on the Internal Quality Assurance System implemented by higher education institutions to ensure and continuously improve the quality of higher education delivery through the PPEPP cycle (Standard Setting, Implementation, Evaluation, Control, and Improvement). The SPMI serves as a foundational framework for managing academic and non-academic quality, ensuring that the implementation of the Tri Dharma aligns with established standards and supports the institution's vision and objectives.

Internal Quality Audit

Training designed to equip participants with the knowledge and skills required to serve as internal quality auditors, including an understanding of internal quality assurance system, higher education quality standards, audit techniques, development of audit instruments and reports, and the execution of internal quality audits as a basis for quality control and continuous improvement.

ADDITIONAL HIGHLIGHTS

- **Academic Quality Assurance & Governance:** Development and implementation of an Internal Quality Assurance System, coordination of Internal Quality Audits; formulation of quality standards and policies; monitoring compliance with National Standards for Higher Education; and strengthening a quality culture at both institutional and program levels.
- **Academic Program & Institutional Development:** Active involvement in the development of undergraduate and graduate academic programs; formulation of long-term academic initiatives; conceptual planning for institutional improvement; and integration of academic planning with quality assurance systems.
- **Research, Publication, & Community Engagement:** Experience in academic research, scholarly writing, and publication, as well as community engagement through seminars, public dialogues, mentoring, community-based curriculum development, and authorship of Community Service articles.

- **Teaching & Biblical Studies Expertise:** Teaching experience since 2019 as a teaching assistant and lecturer, with areas of expertise including Hebrew Language, Old Testament Studies, Old Testament Theology, Advanced Old Testament Studies, and Hermeneutics; committed to strengthening biblical literacy through educational programs and seminars.
- **Coordination, Documentation, & Academic Administration:** Strong cross-unit coordination skills across academic and non-academic units; management of policy and academic documentation; performance reporting; strategic administrative support; and quality data management to support institutional decision-making.
- **Software & Productivity Skills:** Proficient in Microsoft Office Suite (Word, Excel, PowerPoint), Google Workspace, and Canva for academic document management, quality reports, presentations, and institutional support materials.