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Lampiran Surat Penerimaan Magang



Kepada Yth :

Head of Departement Film Program Multimedia Nusantara

Di tempat

Salam Sejahtera

Dengan mengacu pada surat pengantar Student's Application for PRO-STEP Career Acceleration Program Track 1, bersama dengan surat ini kami **menerima** :

Nama : Jeremy Sebastian Surjanto

NIM : 00000068920

Jurusan : Film

Program Studi : Seni dan Desain

sebagai tenaga magang kami di Yayasan SoliDEO Anugerah Pratama selama 4 bulan terhitung tanggal 01 September 2025 sampai dengan 18 Desember 2025.

Demikian surat ini dibuat dan dapat dipergunakan sebagaimana mestinya.

Tangerang Selatan, 01 September 2025




Felix Yanapetah
Direktur

Griya Loka, Jl. Rawa Buntu Utara Blok UA No. 9, BSD Sektor 1.2,
Kel. Rawa Buntu, Kec. Serpong, Tangerang Selatan, Banten 15318
Telephone: +62 21 538 2044 | XL (WA / Line): +62 87 8888 022 03 | Email: ysap@solideo.sch.id
Page 1 of 1

U N I V E R S I T A S
M U L T I M E D I A
N U S A N T A R A

Lampiran Consent Form Narasumber Magang



**LEMBAR PERSETUJUAN (CONSENT FORM)
NARASUMBER MAGANG**

Saya yang bertandatangan di bawah ini:


Nama : Gracia Cita, B.A., M.A.
Pekerjaan/Jabatan : Corporate Secretary
Email : sekretariat@solideo.sch.id

Menyatakan dengan kesadaran penuh bahwa saya bersedia menjadi narasumber responden untuk membantu mahasiswa/mahasiswi Universitas Multimedia Nusantara berikut ini:

Nama : Jeremy Sebastian Surjanto
NIM : 00000068920
Program Studi : Film
Email : Jeremy.sebastian@student.umn.ac.id
Tempat Magang : Yayasan SoliDEO

Dengan ini saya memberikan izin kepada mahasiswa/mahasiswi tersebut untuk mempublikasikan seluruh laporan magangnya kepada sivitas akademika UMN/publik demi kemajuan ilmu pengetahuan. Saya menyadari segala bentuk data/informasi sensitif mungkin terkandung di dalamnya tidak akan dicantumkan di dalam laporan magang untuk menjamin keamanan dan kerahasiaan identitas saya pribadi maupun institusi tempat saya bernaung.

Tangerang Selatan, 13 Desember 2025
Pembimbing Praktek


Gracia Cita, B.A., M.A.

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Lampiran MBKM 01 Cover Letter Internship Track 1

UNIVERSITAS
MULTIMEDIA
NUSANTARA

PRO-STEP-01 Cover Letter PRO-STEP Career Acceleration Program Track 1

Tangerang, September 02nd 2025



No : 1/UMN/FTV/Career Acceleration Program Track 1/IX/2025
Subject : **Student's Application for PRO-STEP Career Acceleration Program Track 1**

Dear. Head of Human Resource Department

SoliDeo Christian School

Universitas Multimedia Nusantara's providing the PRO-STEP Career Acceleration Program Track 1, a work-integrated learning program, for students to hone their skills according to their talents and interests into the real work environments. Students directly doing Career Acceleration Program Track 1, in the company to learn solving problems based on knowledge that gained in campus, to link and match Career Acceleration Program Track 1 program with the curriculum as preparation for their future careers.

We pleased to inform the student with the following details:

Student ID : 0000068920
Student Name : Jeremy Sebastian Surjanto
Academic Program : Film
Email : jeremy.sebastian@student.umn.ac.id
Mobile Phone : 6283896450161

Company will be received the student as an employee and Career Acceleration Program Track 1 participant, he/she express their willingness to follow 640 working hours or 100 working days prior to work rules 8 hours per day. Therefore, UMN's student must obey all regulations stipulated by company from time to time.

Along with respect, we considered our student to get selected in the Career Acceleration Program Track 1 program from your company. We thank you and look forward to hear employment acceptance letter of our student's.

Sincerely,

**Head of Departement Film Program
Multimedia Nusantara University**



(Edelin Sari Wangsa, S.Ds., M.Sn.)

Kampus UMN, Scientia Garden | Jl. Boulevard Gading Serpong - Tangerang | P. +62 21 5422 0808 | F. +62 21 5422 0800 | www.umn.ac.id

M U L T I M E D I A
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Lampiran MBKM 02 Form MBKM Internship Track 1

PRO-STEP-02 PRO-STEP Career Acceleration Program Track 1 Card



PRO-STEP CAREER ACCELERATION PROGRAM TRACK 1 CARD

Name : Jeremy Sebastian Surjanto	Student ID : 0000068920
Address : Jl. Wedelia Blok G4/B, Lengkong Gudang, Serpong, Tangerang Selatan	Mobile Phone : 6283896450161
PRO-STEP Career Acceleration Program Track 1 Acceptance Letter No: 000	Letter Date : 01-09-2025
Advisor's Name : Perdana Kartawiyudha, S.Sn., M.Sn.	
Company Name : SoliDeo Christian School	
Company Address : Nusa Loka, Jl. Batam, J11 Kav 02, Sektor 14.4 Selatan, BSD, Tangerang Selatan	City : TANGERANG SELATAN Postal Code: 15310
Company Website : https://www.solideo.sch.id/	Company Phone : 081318801135
Supervisor's Name : Gracia Cita Pratama Supervisor's Phone : 081808160204 Supervisor's Email : yps.management@solideo.sch.id	Supervisor's Position : Corporate Secretary Supervisor's Ext. : -
Department : Film & Media Marketing	Position : Editor & Content Creator
Acceptance Date : 01-09-2025	

This PRO-STEP Career Acceleration Program Track 1 Card has been completed with my real information and can be accounted for. I am ready to be disqualified if the data given are incorrect.

Tangerang, September 27th 2025
Student's signature


Jeremy Sebastian Surjanto



Supervisor's signature & company stamp


Gracia Cita Pratama



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N U S A N T A R A

Lampiran MBKM 03 Daily Task

**Apabila lampiran daily task lebih dari lima (5) lembar, cukup lampirkan lembar jam pertama dan terakhir saja.*

PRO-STEP-03 Daily Task - Career Acceleration Program Track 1



Daily Task

STUDENT ID : 00000068920
STUDENT NAME : Jeremy Sebastian Surjanto
COMPANY NAME : SoliDeo Christian School

No	Date	In	Out	Duties /Responsibilities	Supervisor's Sign
1	01/09/2025	07:00	16:00	Membuat konten untuk akun sosial media SoliDEO Academy. Konten yang dibuat berupa reels, story, dan carousel.	Approved at 24 November 2025 16:46
2	02/09/2025	07:00	16:00	Membuat konten untuk akun SoliDEO Academy. Konten yang dibuat berupa reels, story, dan carousel	Approved at 24 November 2025 16:46
3	03/09/2025	07:00	16:00	Menyelesaikan konten yang berjudul TINY EYES dan menguploadnya di Instagram, serta melakukan revisi untuk konten PRAYER.	Approved at 24 November 2025 16:46
4	04/09/2025	07:00	16:00	Menyelesaikan dan Mengupload video PRAYER	Approved at 24 November 2025 16:46
5	05/09/2025	07:00	16:00	Planning dan Scriptwriting video OFFLINE or ONLINE & Bikin Story Harian	Approved at 24 November 2025 16:46
6	08/09/2025	07:00	16:00	Approval Script OFFLINE or ONLINE & Bikin Story Harian	Approved at 24 November 2025 23:27
7	09/09/2025	07:00	16:00	Content Planning OFFLINE or ONLINE dan janji dengan talent & Bikin Story Harian	Approved at 24 November 2025 23:27

Notes:

1. Copied Form must be attached in report when registering for exam

In witness whereof the company,


 Gracia C. Pratomo
 Corporate Secretary

Please sign along with the Company's stamp



N U S A N T A R A



Daily Task

STUDENT ID : 00000068920
STUDENT NAME : Jeremy Sebastian Surjanto
COMPANY NAME : SoliDeo Christian School

No	Date	In	Out	Duties /Responsibilities	Supervisor's Sign
8	10/09/2025	07:00	16:00	Syuting & Editing video OFFLINE or ONLINE & Bikin Story Harian	Approved at 24 November 2025 23:27
9	11/11/2025	07:00	16:00	Editing & Approval OFFLINE or ONLINE & Bikin Story Harian	Approved at 24 November 2025 23:28
10	12/09/2025	07:00	16:00	Upload Konten OFFLINE or ONLINE? & Bikin Story Harian	Approved at 24 November 2025 23:27
11	15/09/2025	07:00	16:00	Upload interview Make it Matter, Jangkar Kehidupan & Agatis & Bikin Story Harian	Approved at 24 November 2025 23:27
12	16/09/2025	07:00	16:00	Upload interview Make it Matter, Parent???'s Testimony & Bikin Story Harian	Approved at 24 November 2025 23:27
13	17/09/2025	07:00	16:00	Bikin Story Harian	Approved at 24 November 2025 23:27
14	18/09/2025	07:00	16:00	Bikin Story Harian	Approved at 24 November 2025 23:27
15	19/11/2025	07:00	16:00	Bikin Story Harian	Approved at 24 November 2025 23:28

Notes:

1. Copied Form must be attached in report when registering for exam

In witness whereof the company,


 Gracia Cita Pratama
 Corporate Secretary

Please sign along with the Company's stamp



M U L T I M E D I A
 N U S A N T A R A



Daily Task

STUDENT ID : 0000068920
STUDENT NAME : Jeremy Sebastian Surjanto
COMPANY NAME : SoliDeo Christian School

No	Date	In	Out	Duties /Responsibilities	Supervisor's Sign
16	22/09/2025	07:00	16:00	Bikin Script FUN BOOK TO READ ON WEEKEND & Story Harian	Approved at 24 November 2025 23:27
17	23/09/2025	07:00	16:00	Approval dan production (desain) script FUN BOOK TO READ ON WEEKEND & Bikin Story Harian	Approved at 24 November 2025 23:27
18	24/09/2025	07:00	16:00	Desain FUN BOOK TO READ ON WEEKEND & Bikin Story Harian	Approved at 24 November 2025 23:27
19	25/09/2025	07:00	16:00	Revisi FUN BOOK TO READ ON WEEKEND & Bikin Story Harian	Approved at 24 November 2025 23:27
20	26/09/2025	07:00	16:00	Approval FUN BOOK TO READ ON WEEKEND, Brief dan Editing video ???A Day in My Life???, & Bikin Story Harian	Approved at 24 November 2025 23:27
21	27/09/2025	07:00	16:00	Upload Karousel FUN BOOK TO READ ON WEEKEND	Approved at 24 November 2025 23:27
22	29/09/2025	07:00	16:00	Upload Video A Day in My Life & Bikin Story Harian	Approved at 24 November 2025 23:27
23	30/09/2025	07:00	16:00	Bikin Story Harian	Approved at 24 November 2025 23:27

Notes:

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In witness whereof the company,



Gracia Cita Pratama
Corporate Secretary

Please sign along with the Company's stamp



M U L T I M E D I A N U S A N T A R A

Daily Task


STUDENT ID : 00000068920
STUDENT NAME : Jeremy Sebastian Surjanto
COMPANY NAME : SoliDeo Christian School

No	Date	In	Out	Duties /Responsibilities	Supervisor's Sign
24	01/10/2025	07:00	16:00	Bikin Story Harian	Approved at 24 November 2025 23:27
25	02/10/2025	07:00	16:00	Bikin Story Harian	Approved at 24 November 2025 23:27
26	03/10/2025	07:00	16:00	Bikin Story Harian	Approved at 24 November 2025 23:27
27	06/10/2025	07:00	16:00	Brief Carousel WORLD POST DAY & SERI MANFAAT BUAH - BUAHAN	Approved at 24 November 2025 23:27
28	07/10/2025	07:00	16:00	Upload Karousel MANFAAT PISANG & Mengerjakan WORLD POST DAY	Approved at 24 November 2025 23:28
29	08/10/2025	07:00	16:00	Revisi WORLD POST DAY & Mengerjakan MANFAAT BUAH - BUAHAN	Approved at 24 November 2025 23:28
30	09/10/2025	07:00	16:00	Upload Karousel HAPPY WORLD POST DAY, Mengerjakan MANFAAT BUAH - BUAHAN, & Bikin Story Harian	Approved at 24 November 2025 23:28
31	10/10/2025	07:00	16:00	Bikin Story Harian dan Edit Video BAZAAR SOLIFEST 2024	Approved at 24 November 2025 23:28

Notes:

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In witness whereof the company,


 Gracia Cita Pratiama
 Corporate Secretary

Please sign along with the Company's stamp



M U L T I M E D I A
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Daily Task

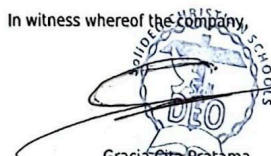
STUDENT ID : 00000068920
STUDENT NAME : Jeremy Sebastian Surjanto
COMPANY NAME : SoliDeo Christian School

No	Date	In	Out	Duties /Responsibilities	Supervisor's Sign
32	13/10/2025	07:00	16:00	Bikin story harian & Produksi video LEARN TO MAKE MILK TEA	Approved at 24 November 2025 23:28
33	14/10/2025	07:00	16:00	Bikin Story Harian & Revisi video FUTURE	Approved at 24 November 2025 23:28
34	15/10/2025	07:00	16:00	Bikin Story Harian, Revisi dan Edit Karousel MANFAAT APEL	Approved at 24 November 2025 23:28
35	16/10/2025	07:00	16:00	Edit, Revisi, dan Upload Karousel MANFAAT APEL	Approved at 24 November 2025 23:28
36	17/10/2025	07:00	16:00	Bikin Story Harian	Approved at 24 November 2025 23:28
37	18/10/2025	07:00	16:00	Dokumentasi pembukaan SoliFest 2025 & Bazaar SoliFest 2025	Approved at 24 November 2025 23:28
38	19/10/2025	07:00	16:00	Dokumentasi Bazaar SoliFest 2025	Approved at 24 November 2025 23:28
39	20/10/2025	07:00	16:00	Dokumentasi Lomba Basket & Futsal di Arena 1, serta	Approved at 24 November 2025 23:28

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In witness whereof the company,



Gracia Cita Pratama
Corporate Secretary

Please sign along with the Company's stamp



M U L T I M E D I A
N U S A N T A R A

Daily Task

STUDENT ID : 00000068920
STUDENT NAME : Jeremy Sebastian Surjanto
COMPANY NAME : SoliDeo Christian School

No	Date	In	Out	Duties /Responsibilities	Supervisor's Sign
40	21/10/2025	07:00	16:00	Dokumentasi Bazaar, Lomba Futsal Arena 2& Storytelling SMP SoliFest 2025. Edit video RECAP LOMBA STORYTELLING SOLIFEST 2025	Approved at 24 November 2025 23:28
41	22/10/2025	07:00	16:00	Dokumentasi Bazaar & Lomba Speech SMA & Revisi editing video RECAP LOMBA STORYTELLING SOLIFEST 2025	Approved at 24 November 2025 23:28
42	23/10/2025	07:00	16:00	Dokumentasi Lomba Solo Vocal SD & Coding. Edit video RECAP LOMBA SPEECH SMA SOLIFEST 2025.	Approved at 24 November 2025 23:28
43	24/10/2025	08:00	17:00	Dokumentasi Lomba Basket Arena 1 & Revisi Editing Video Recap LOMBA SPEECH SMA SOLIFEST 2025.	Approved at 24 November 2025 23:28
44	25/10/2025	07:00	16:00	Dokumentasi Lomba Basket Arena 1&2, Junior Chef, & Penutupan SoliFest 2025. Editing video RECAP DAY 3 versi landscape.	Approved at 24 November 2025 23:28
45	27/10/2025	08:00	17:00	Revisi video RECAP DAY 3 versi landscape. Edit & revisi video RECAP LOMBA FUN MATH SOLIFEST 2025. Edit video RECAP LOMBA SOLO VOCAL SD 4-6 SOLIFEST 2025.	Approved at 24 November 2025 23:28
46	28/10/2025	07:00	16:00	Edit dan Revisi video RECAP LOMBA SOLO VOCAL SD 4-6 SOLIFEST 2025. Mengedit video RECAP LOMBA SOLO VOCAL SD 1-3.	Approved at 24 November 2025 23:28

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In witness whereof the company,



Gracia Cita Pratama
 Corporate Secretary

Please sign along with the Company's stamp



M U L T I M E D I A

N U S A N T A R A

Daily Task

STUDENT ID : 00000068920
STUDENT NAME : Jeremy Sebastian Surjanto
COMPANY NAME : SoliDeo Christian School

No	Date	In	Out	Duties /Responsibilities	Supervisor's Sign
47	29/10/2025	07:00	16:00	Edit dan Revisi video RECAP LOMBA SOLO VOCAL SD 1-3 SOLIFEST 2025.	Approved at 24 November 2025 23:28
48	30/10/2025	07:00	16:00	Bikin Story Harian	Approved at 24 November 2025 23:28
49	31/10/2025	07:00	16:00	Bikin Story Harian	Approved at 24 November 2025 23:28
50	03/11/2025	07:00	16:00	Syuting dan editing video EARTHQUAKE	Approved at 24 November 2025 23:28
51	04/11/2025	07:00	16:00	Editing dan Revisi video EARTHQUAKE	Approved at 24 November 2025 23:28
52	05/11/2025	07:00	16:00	Upload Video EARTHQUAKE & Mengedit video Band	Approved at 24 November 2025 23:28
53	06/11/2025	07:00	16:00	Menyelesaikan editing & revisi video RECAP PSIKOTES & RECAP LOMBA BAND SOLIFEST 2025.	Approved at 24 November 2025 23:28
54	07/11/2025	07:00	16:00	Editing video RECAP FUN MATH SOLIFEST 2025 & Bikin Story Harian	Approved at 24 November 2025 23:28

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In witness whereof the company,


 Gracia Ofra Pratama
 Corporate Secretary
 Please sign along with the Company's stamp

M U L T I M E D I A
 N U S A N T A R A

Daily Task

STUDENT ID : 00000068920
STUDENT NAME : Jeremy Sebastian Surjanto
COMPANY NAME : SoliDeo Christian School

No	Date	In	Out	Duties /Responsibilities	Supervisor's Sign
55	10/11/2025	07:00	16:00	Editing RECAP FUN MATH SOLIFEST 2025, WORLD KINDNESS DAY, DAN LOMBA CODING SOLIFEST 2025	Approved at 24 November 2025 23:28
56	11/12/2025	07:00	16:00	Produksi, Editing, dan Revisi video WORLD KINDNESS DAY, RECAP FUN MATH, RECAP LOMBA CODING SOLIFEST 2025, & RECAP JUNIOR CHEF SOLIFEST 2025	Approved at 24 November 2025 23:28
57	13/11/2025	07:00	16:00	Upload Video KINDNESS DAY & Brief video UNIVERSAL CHILDREN??? DAY. Dokum Kegiatan Sehari - hari & Bikin Story Harian.	Approved at 24 November 2025 23:28
58	14/11/2025	07:00	16:00	Syuting, Edit, dan revisi video UNIVERSAL CHILDREN??? DAY. Dokum Kegiatan Sehari - hari & Bikin Story Harian.	Approved at 24 November 2025 23:28
59	17/11/2025	07:00	16:00	Revisi video UNIVERSAL CHILDREN??? DAY. Upload VIDEO CODING SOLIFEST 2025. Dokum Kegiatan Sehari - hari & Bikin Story Harian.	Approved at 24 November 2025 23:28
60	18/11/2025	07:00	16:00	Editing & Revisi video RECAP FASHION SHOW TK DAN SD 1-3 SOLIFEST 2025. Dokum Kegiatan Sehari - hari & Bikin Story Harian.	Approved at 24 November 2025 23:28
61	20/11/2025	07:00	16:00	Produksi video MAKING COOKIES RECAP & Story Harian	Approved at 24 November 2025 23:28

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In witness whereof the company


 Gracia Cita Pratama
 Corporate Secretary

Please sign along with the Company's stamp



M U L T I M E D I A
 N U S A N T A R A

Daily Task

STUDENT ID : 00000068920
STUDENT NAME : Jeremy Sebastian Surjanto
COMPANY NAME : SoliDeo Christian School

No	Date	In	Out	Duties /Responsibilities	Supervisor's Sign
62	21/11/2025	07:00	16:00	Produksi & Approval Video ONE WEEK RECAP & MAKING LIGHT UP CARD, Upload ONE WEEK RECAP, & Story Harian	Approved at 24 November 2025 23:28
63	22/11/2025	07:00	16:00	Dokumentasi Universal Childrens Da7	Approved at 24 November 2025 23:28
64	24/11/2025	07:00	14:00	Dokum Kegiatan Sehari - hari & Bikin Story Harian.	Approved at 24 November 2025 23:28
65	25/11/2025	07:00	16:00	Bikin story harian & story WORLD TEACHER'S DAY	Approved at 25 November 2025 14:03
66	26/11/2025	07:00	16:00	Bikin Story Harian, Mengedit Carousel BENEFIT OF EATING PAPAYA, & Brief & Mengedit Reels THANKSGIVING DAY	Approved at 25 November 2025 14:03
67	27/11/2025	07:00	16:00	Revisi & Upload Reels THANKSGIVING DAY, Dokum Harian, & Bikin Story Harian	Approved at 25 November 2025 14:03
68	28/11/2025	07:00	16:00	Dokum harian, Bikin story harian, & Edit & Revisi karousel BENEFIT OF EATING PAPAYA	Approved at 25 November 2025 14:03
69	01/12/2025	07:00	16:00	Bikin story harian, story WORLD AIDS DAY, Dokum Harian, Mulai brainstorming video BACK TO SCHOOL, & mencil pengerjaan KALEIDOSKOP AKHIR TAHUN	Approved at 25 November 2025 14:03

Notes:

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In witness whereof the company,



Gracia Cita Pratama
Corporate Secretary

Please sign along with the Company's stamp



M U L T I M E D I A
N U S A N T A R A

Daily Task

STUDENT ID : 00000068920
STUDENT NAME : Jeremy Sebastian Surjanto
COMPANY NAME : SoliDeo Christian School

No	Date	In	Out	Duties /Responsibilities	Supervisor's Sign
70	02/12/2025	07:00	16:00	Bikin story harian, mencicil story INTERNATIONAL DAY OF PERSON WITH DISABILITIES, Dokum Harian, Mulai brainstorming dan mencicil video BACK TO SCHOOL, & mencicil pengerjaan KALEIDOSKOP AKHIR TAHUN	Approved at 25 November 2025 14:03
71	03/12/2025	07:00	16:00	Bikin story harian, membuat dan upload story INTERNATIONAL DAY OF PERSON WITH DISABILITIES, Dokum Harian, Mulai brainstorming dan mencicil video BACK TO SCHOOL, & mencicil pengerjaan KALEIDOSKOP AKHIR TAHUN	Approved at 25 November 2025 14:03
72	04/12/2025	07:00	16:00	Bikin story harian, membuat story INTERNATIONAL DAY OF BANKS, Dokum Harian, Mulai brainstorming dan mencicil video BACK TO SCHOOL, & mencicil pengerjaan KALEIDOSKOP AKHIR TAHUN	Approved at 25 November 2025 14:03
73	05/12/2025	07:00	16:00	Bikin story harian, brainstorming konten karousel NOBLE PRIZE DAY & INTERNATIONAL MOUNTAINS DAY, Dokum Harian, Mencicil video BACK TO SCHOOL, & mencicil pengerjaan KALEIDOSKOP AKHIR TAHUN	Approved at 25 November 2025 14:03

Notes:

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In witness whereof the company,



Gracia Cita Pratama
Corporate Secretary

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M U L T I M E D I A
N U S A N T A R A



Daily Task

STUDENT ID : 00000068920
STUDENT NAME : Jeremy Sebastian Surjanto
COMPANY NAME : SoliDeo Christian School

No	Date	In	Out	Duties /Responsibilities	Supervisor's Sign
74	08/12/2025	07:00	16:00	Bikin story harian, membuat konten karousel NOBLE PRIZE DAY & INTERNATIONAL MOUNTAINS DAY, Dokum Harian, Mencil video BACK TO SCHOOL, & mencil pengerjaan KALEIDOSKOP AKHIR TAHUN	Approved at 25 November 2025 14:03
75	09/12/2025	07:00	16:00	Bikin story harian, membuat & revisi konten karousel NOBLE PRIZE DAY & INTERNATIONAL MOUNTAINS DAY, Dokum Harian, Mencil video BACK TO SCHOOL, & mencil pengerjaan KALEIDOSKOP AKHIR TAHUN	Approved at 25 November 2025 14:03
76	10/12/2025	07:00	16:00	Bikin story harian, revisi dan upload konten karousel NOBLE PRIZE DAY & membuat konten karousel INTERNATIONAL MOUNTAINS DAY, Dokum Harian, Mencil video BACK TO SCHOOL, & mencil pengerjaan KALEIDOSKOP AKHIR TAHUN	Approved at 25 November 2025 14:03
77	12/11/2025	07:00	16:00	Bikin story harian, revisi dan upload konten karousel INTERNATIONAL MOUNTAINS DAY, Dokum Harian, Mencil video BACK TO SCHOOL, & mencil pengerjaan KALEIDOSKOP AKHIR TAHUN	Approved at 25 November 2025 14:03
78	12/12/2025	07:00	16:00	Bikin story harian, brief video natal bersama IBU NEGARA (KEPALA YAYASAN) Dokum Harian, Mencil video BACK TO SCHOOL, & mencil pengerjaan KALEIDOSKOP AKHIR TAHUN	Approved at 25 November 2025 14:03

Notes:

1. Copied Form must be attached in report when registering for exam

In witness whereof the company,

Gracia Cita Pratama
Corporate Secretary

Please sign along with the Company's stamp



M U L T I M E D I A N U S A N T A R A

Daily Task

STUDENT ID : 00000068920
STUDENT NAME : Jeremy Sebastian Surjanto
COMPANY NAME : SoliDeo Christian School

No	Date	In	Out	Duties /Responsibilities	Supervisor's Sign
79	15/12/2025	07:00	16:00	Bikin story harian, brainstorm video natal bersama IBU NEGARA (KEPALA YAYASAN) Dokum Harian, Mencicil video BACK TO SCHOOL, & mencicil pengerjaan KALEIDOSKOP AKHIR TAHUN. Upload reels BUDAYA NATAL DI BERBAGAI NEGARA.	Approved at 25 November 2025 21:56
80	16/12/2025	07:00	16:00	Bikin story harian, brief video natal bersama IBU NEGARA (KEPALA YAYASAN) Dokum Harian, Mencicil video BACK TO SCHOOL, & mencicil pengerjaan KALEIDOSKOP AKHIR TAHUN. Upload Reels BUDAYA NATAL VERSI LOCAL ALA ACADEMY, serta editing video NATAL BERSAMA IBU NEGARA (KEPALA YAYASAN).	Approved at 25 November 2025 21:56
81	17/12/2025	07:00	16:00	Bikin story harian, upload video natal bersama IBU NEGARA (KEPALA YAYASAN) Dokum Harian, Mencicil video BACK TO SCHOOL, & mencicil pengerjaan KALEIDOSKOP AKHIR TAHUN.	Approved at 25 November 2025 21:56
82	18/12/2025	07:00	16:00	Bikin story harian, bikin story ARABIC DAY, Dokum Harian, Mencicil video BACK TO SCHOOL, & mencicil pengerjaan KALEIDOSKOP AKHIR TAHUN.	Approved at 25 November 2025 21:56
83	08/11/2025	10:00	23:00	Mencicil Bab 1,2,3,4	Approved at 25 November 2025 21:56

Notes:

1. Copied Form must be attached in report when registering for exam

In witness whereof the company:



Gracia Cita Pratama
Corporate Secretary


Please sign along with the Company's stamp



M U L T I M E D I A N U S A N T A R A

Lampiran MBKM 04 Verification Form of Internship Report

PRO-STEP-04 Verification Form of Internship Report PRO-STEP Career Acceleration Program Track 1



**VERIFICATION FORM OF INTERNSHIP REPORT
PRO-STEP CAREER ACCELERATION PROGRAM TRACK 1**

Student's Career Acceleration Program Track 1 Advisor

Name : Perdana Kartawiyudha, S.Sn., M.Sn.

I, who signed below

Name : Gracia Cita Pratama

Position : Corporate Secretary

Company : SoliDeo Christian School

had received, read and approved the Internship Report from


Student ID : 00000068920


Student Name : Jeremy Sebastian Surjanto


Period : December 2025

Report Title : Internship Report about a Role of a Social Media Content Creator in SoliDEO Foundation

Tangerang, 16 Desember 2025


Perdana Kartawiyudha, S.Sn., M.Sn.
Student Advisor


Gracia Cita Pratama
Supervisor
Sign along with the Company's stamp



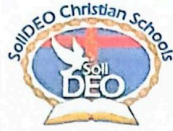
Kampus UMN, Scientia Garden | Jl. Boulevard Gading Serpong - Tangerang | P. +62 21 5422 0808 | F. +62 21 5422 0800 | www.umn.ac.id

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N U S A N I A R A

Lampiran MBKM 05 Surat Keterangan Selesai Praktek



SoliDEO Christian Schools
基督教榮耀主學校

SURAT KETERANGAN SELESAI PRAKTEK

Yang bertanda tangan di bawah ini

Nama : Gracia Cita, B.A., M.A.

Jabatan : Corporate Secretary

Menyatakan bahwa yang beridentitas di bawah ini:

Nama : Jeremy Sebastian Surjanto

Nim : 00000068920

Fakultas : Film

Konsentrasi : Broadcast Journalism

Telah selesai melaksanakan kegiatan praktek kerja lapangan di SoliDEO Christian School yang dibimbing oleh Ibu Gracia Cita dengan jabatan sebagai Corporate Secretary mulai dari tanggal 1 September sampai dengan 18 Desember 2025 sesuai dengan surat permohonan dari Universitas Multimedia Nusantara.

Selama melaksanakan kegiatan praktek kerja lapangan perusahaan/instansi kami, peserta sangat antusias dan dapat menjalankan tugas-tugas yang kami berikan dengan baik dan bisa dipertanggung jawabkan.

Demikian surat keterangan ini kami buat, atas perhatian dan kerjasamanya kami ucapkan terima kasih.

Tangerang Selatan, 13 Desember 2025

Pembimbing Praktek

Gracia Cita, B.A., M.A.

Lampiran Dokumentasi Magang



Pemegang sedang mendokumentasikan Bazaar di SoliFest 2025

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Lunchtime di SoliDEO Academy

UIN
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Pemagang dengan Tim Media lainnya

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Pemagang bersama *head marketing* dan tim media

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