

## **ABSTRACT**

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*This internship report is prepared as a form of accountability and documentation of the professional work activities conducted at PT. Jaya Teknik Indonesia, specifically in the Contracting Division with a role as an administrative assistant. The internship program aims to provide students with real-world work experience and serve as a platform to apply the theoretical knowledge acquired during their academic studies. During the internship, the writer was involved in various administrative tasks related to ongoing construction projects, such as preparing transmittals/submissions, compiling weekly reports, handling material and shop drawing approvals, creating PTDP documents, and assisting in the scanning and duplication of project documents. These activities provided valuable insight into the workflow of construction project administration, document control systems, and the importance of accuracy and communication skills in supporting project operations. Moreover, this internship offers benefits not only for the student but also for the university as a means to evaluate the relevance of its curriculum, and for the company in obtaining competent support personnel through the internship program. It is expected that the experience gained through this internship can serve as a solid foundation for entering the professional world.*

*Keyword: Internship, Project Administration, Document Control, Contracting Division, Construction Project*