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PORTOFOLIO

FRANSISKA LARASATI

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ABOUT ME

Hello, I'm Fransiska Karunia Larasati, often called Franci by my colleagues and Laras when I'm back home in Bali. You can choose either name, as I will respond to both. Besides socializing and working, my activities include blogging, reading, and anti-gravity yoga.



Resume



EDUCATION, INSIGHT, AND WORK EXPERIENCED

My studies and experience in hospitality have led me to excel in the cruise ship industry for the last five years. Initially specializing in F&B, I transitioned to a Deck Administrative Assistant role, supporting the Nautical side and working closely with the Staff Captain as their secretary and right hand. I specialize in waste management, inventory control, and providing technical support, ensuring smooth operations. Beyond my administrative role, I cultivate a positive work environment driven by camaraderie and excellence.

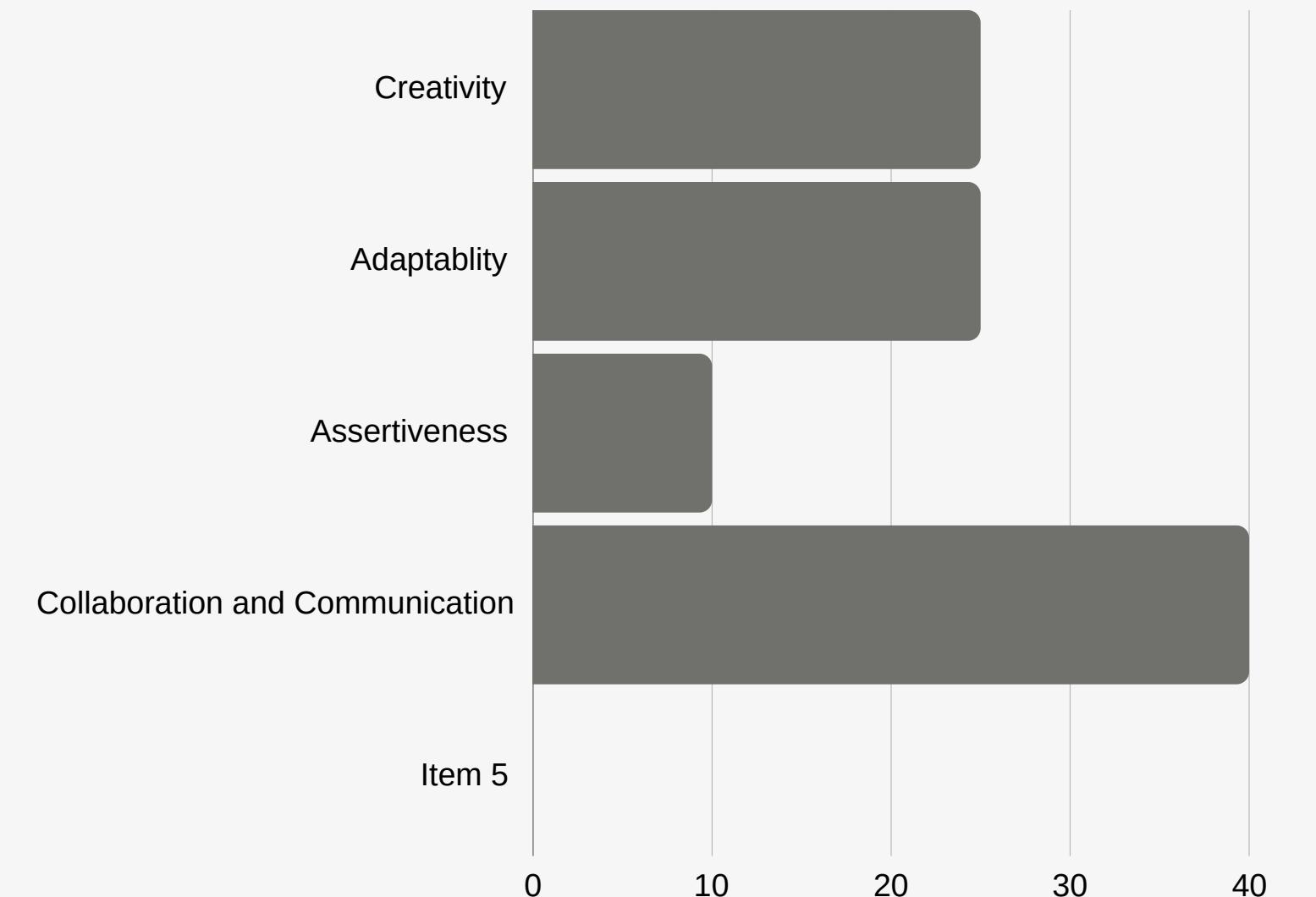
With a passion for adventure and cultural exploration, I have traveled across six continents and 64 countries by the age of 26 while as well working. I bring valuable insights and a dedicated mindset to any organization, ready to contribute with enthusiasm and commitment. I have also registered at the Open University of Indonesia this year to major in Communication Science to further develop my natural abilities.



WHAT I VALUE IN A TEAM

Being an ENTJ-A is a significant asset to any team due to my natural abilities, strategic thinking, and strong will, which I am confident would bring great benefits. My administrative and customer service skills enable me to set clear, strategic goals, motivate and inspire team members, and foresee challenges and opportunities.

By developing innovative solutions, making data-driven decisions, and optimizing resources, I focus on maintaining high standards, achieving targets, and continuously seeking improvements to ensure project efficiency and success.



HOW I WORK BEST IN TEAM

Independent THINKER

Self-confidence, and strategic thinking enable me to take charge and make decisive decisions independently. My natural leadership abilities allow me to set goals and drive initiatives forward autonomously, ensuring project success.

Detail-Oriented WORKER

Since I was young, working in five-star resorts and on board ships in high management positions, I have learned to be detail-oriented to ensure everything runs smoothly and to satisfy our guests. This daily practice has instilled in me the importance of precision and control in all aspects of operations.

Adaptive WORKER

I am talkative and easily connect with people I get to know, thriving in environments filled with positive energy. With extensive travel experience, I have honed the ability to understand and position myself to create favorable situations, fostering strong connections and relationships with others.

Lateral THINKER

active personality and passion for travel ensure that you always have captivating stories to share, while your strong networking skills and eagerness for career exploration make you confident in your ability to bring great value to any organization you work for.

Ambitious PERSON

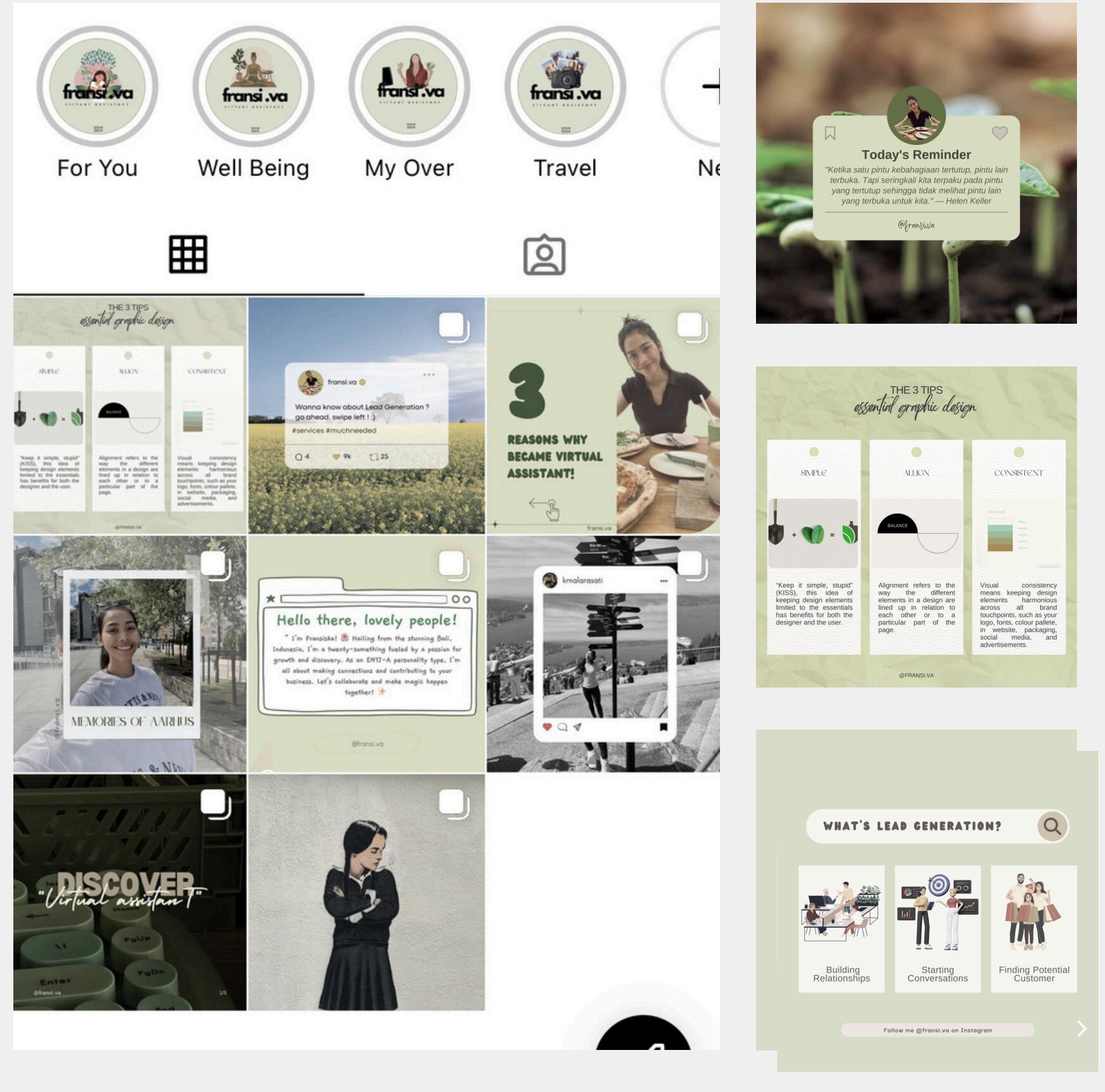
I am consistently eager to improve and grow in all aspects of my life to achieve fulfillment. I possess a strong willingness to learn from experts, recognizing the value of their knowledge and experience in guiding my personal and professional development journey.



RECENTLY

PARTICIPATING ON COURSE BY SGB VA

During my vacation from administrative duties in my department on the cruise line, I am currently participating in the SGB VA (Virtual Assistant) course based in Singapore. The projects I am engaged in include tasks related to social media, personality discovery, and we will delve deeper into lead generation, email marketing, and social media management (SMM). Next month, I will receive my complete qualifications and a certificate to support my remote work journey.

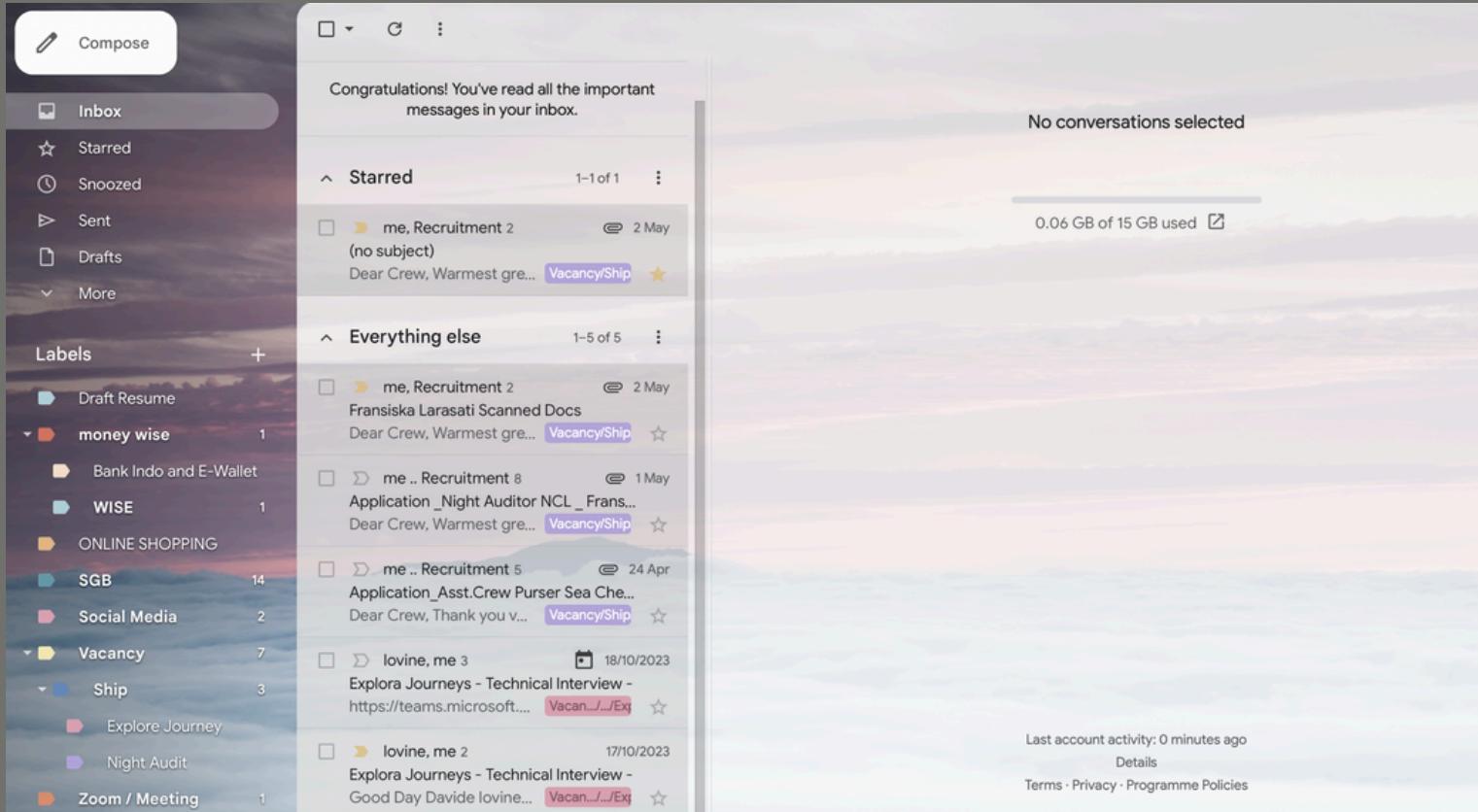


Portfolio Project 1

I've tailored graphic designs for various social media platforms, utilizing online resources to refine my skills and attract both audiences and potential job recruiters. This portfolio project, assigned as a task during the SGB VA Course, has empowered me to confidently demonstrate my abilities on my own social media platforms.

Client

- Engaging in Daily Tactivity as a hobby to enhance my skills.
- Completing Personal Task from SGB VA.



This screenshot shows the Microsoft Outlook calendar for May 2024. The calendar view is daily, with the month overview on the right. The user has a full schedule every day, including work tasks like 'full body workout', 'legs day', 'rest day', and 'international' assignments, as well as personal activities like 'Gerej', 'bowling', and 'Acro yoga'. Travel is indicated by entries like 'Niki Flight' and 'Ibu Ulang Tahun'. The sidebar shows the user's email account and other calendars they are following.

Portfolio Project 2

While working on a cruise line, I managed email and calendar tasks, arranging meetings and inviting participants using MS Outlook. I also handled orders for cherry pickers and managed landing and shipping manifests. The SGB VA Course further trained me in these responsibilities, enhancing my skills in efficient task organization and coordination.

Client

- Daily Task as a Secretary on board cruise ship (AIDA)
- Daily Task as Restaurant Spv in a Resort in Bali
- Personal Task from SGB VA

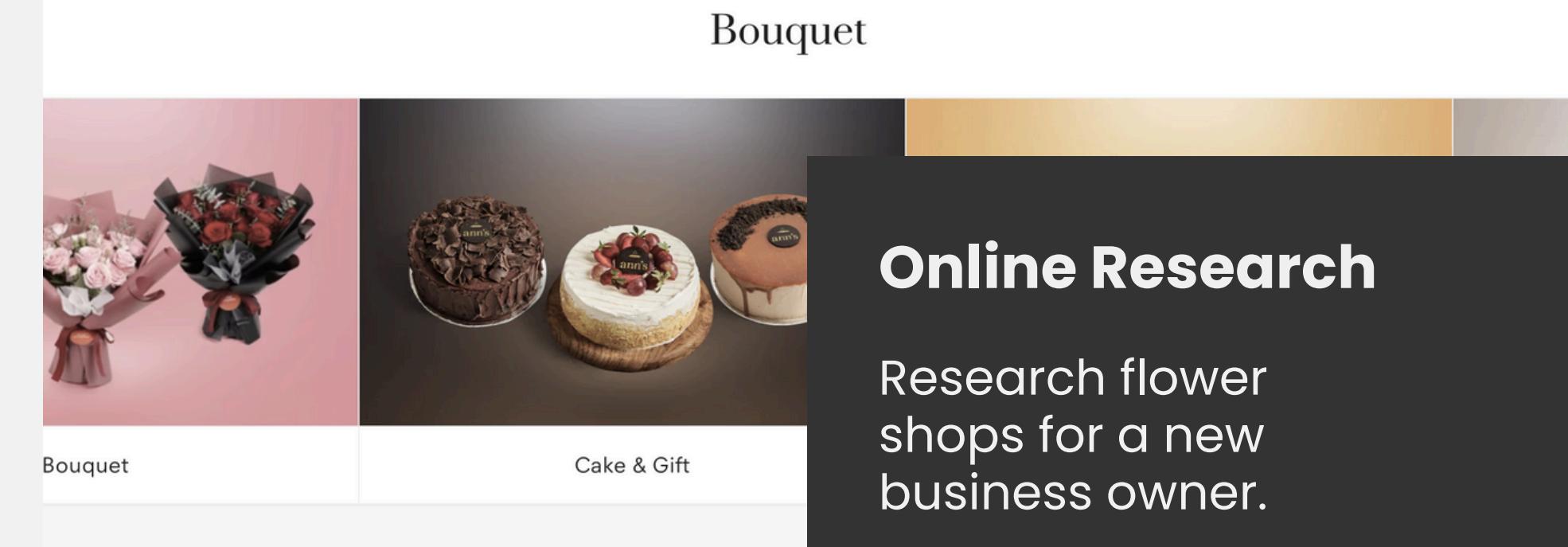
Portfolio Project 3

As part of the SGB course Batch 18, I am able to do comprehensive internet research services. With the support of the course, I am as well able to gather market data to keep you updated on trends, competitors, and opportunities.

I as well conduct detailed research to support your content creation, such as articles and reports. Additionally, I evaluate reviews and expert opinions to find the best products and services. Furthermore, I analyze competitors' strategies to help you make informed business decisions.

Client

- Personal Task from SGB VA Course



Bouquet

Cake & Gift

Online Research

Research flower shops for a new business owner.



C	D	E	F	G	H	I	J	K
Website	Social Media	Summary about competitor	Product/service description	Price	Audience	Results or testimonials	Strengths	Weakness
https://www.floweradvisor.co.id/?gad_source=1&gclid=Cj0KCQjwgJyBhCGARlsAK8LVLO4koSTSfQwAVNvWYg1_6sNkuuvTLKMnWb5Dpy4g_MT6AuFk0euKeaAgM7EA_Lw_wcB	Instagram : floweradvisorid	Website is so easy to understand having option for languages (English or Indonesia) Connected to a lot of E-commerce and Social media platform (X, Shoppe, Mail, WA, Tokopedia, etc)	Product sorted by occasion, kind of flowers and price					Well arranged social
https://www.instagram.com/threebouquets/	+62877-6587-7770 (WA chat/order) or +62859-4258-7338 (call only) - Call +62859-4258-7338 - Email	-Connected to WA by website. -Many options for the flower and bouquets, as well package for event arrangement .						
https://outerbloom.com/?utm_term=toko%20bunga%20jakarta&utm_campaign=Jakarta++Bunga&utm_source=adwords&utm_medium=ppc&hsa_acc=1560612601&hsa_ca_m=963675255&hsa_grp=143857458196&sa_ad=637232876378&hsa_src=g&hsa_tgt_kw=12053112626&hsa_kw=toko%20bunga%20jakarta&hsa_mt=e&hsa_net=adwords&hsa_ver=3&gad_source=1&gclid=Cj0KCQjwgJyBhCGARlsAK8LVNQ5ShlUmP-7UGqpAJDUhCEQhXygVlGlnrp_qkyCNj6ILX9JLWN0GgaAopNEALw_wcB">https://outerbloom.com/?utm_term=toko%20bunga%20jakarta&utm_campaign=Jakarta++Bunga&utm_source=adwords&utm_medium=ppc&hsa_acc=1560612601&hsa_ca_m=963675255&hsa_grp=143857458196&sa_ad=637232876378&hsa_src=g&hsa_tgt_kw=12053112626&hsa_kw=toko%20bunga%20jakarta&hsa_mt=e&hsa_net=adwords&hsa_ver=3&gad_source=1&gclid=Cj0KCQjwgJyBhCGARlsAK8LVNQ5ShlUmP-7UGqpAJDUhCEQhXygVlGlnrp_qkyCNj6ILX9JLWN0GgaAopNEALw_wcB	IG : outerbloom WA 0815-1423-4600 Call 021-57937918	- Florist, Hampers, and Corporate Gifts are provided. Mostly jewels as a souvenir. - Branch Location : ASHTA at District 8 L1 Grand Indonesia Central Dept Store - GF Takashimaya SG (Booth)	- Florist, Hampers, and Corporate Gifts are provided.	Rp. 2000.000,-	many personal customer.	can see from IG Highlight.	and so many over for outside Jakarta delivery.	bouquet by the filter price

Competitor Analysis

Summarize all the data and draw a conclusion.

Information and customer reviews, Flower Advisor seems to be the best option for most users. It offers a wide range of products at competitive prices, has a user-friendly website, and is highly praised for its delivery service and customer satisfaction.

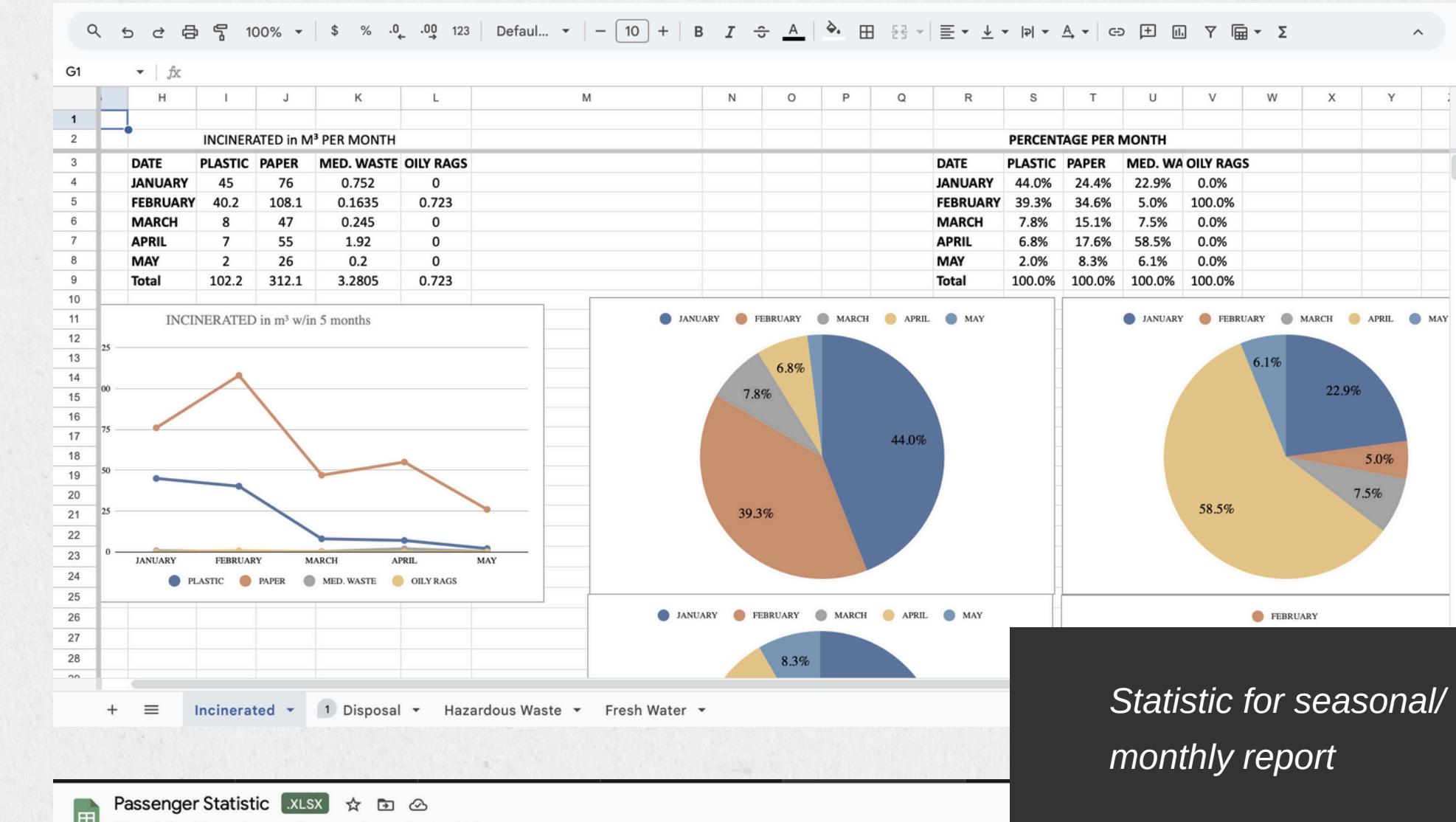
Portfolio Project 4

Responsibilities under Cruise Line Environmental Management with the Staff Captain include:

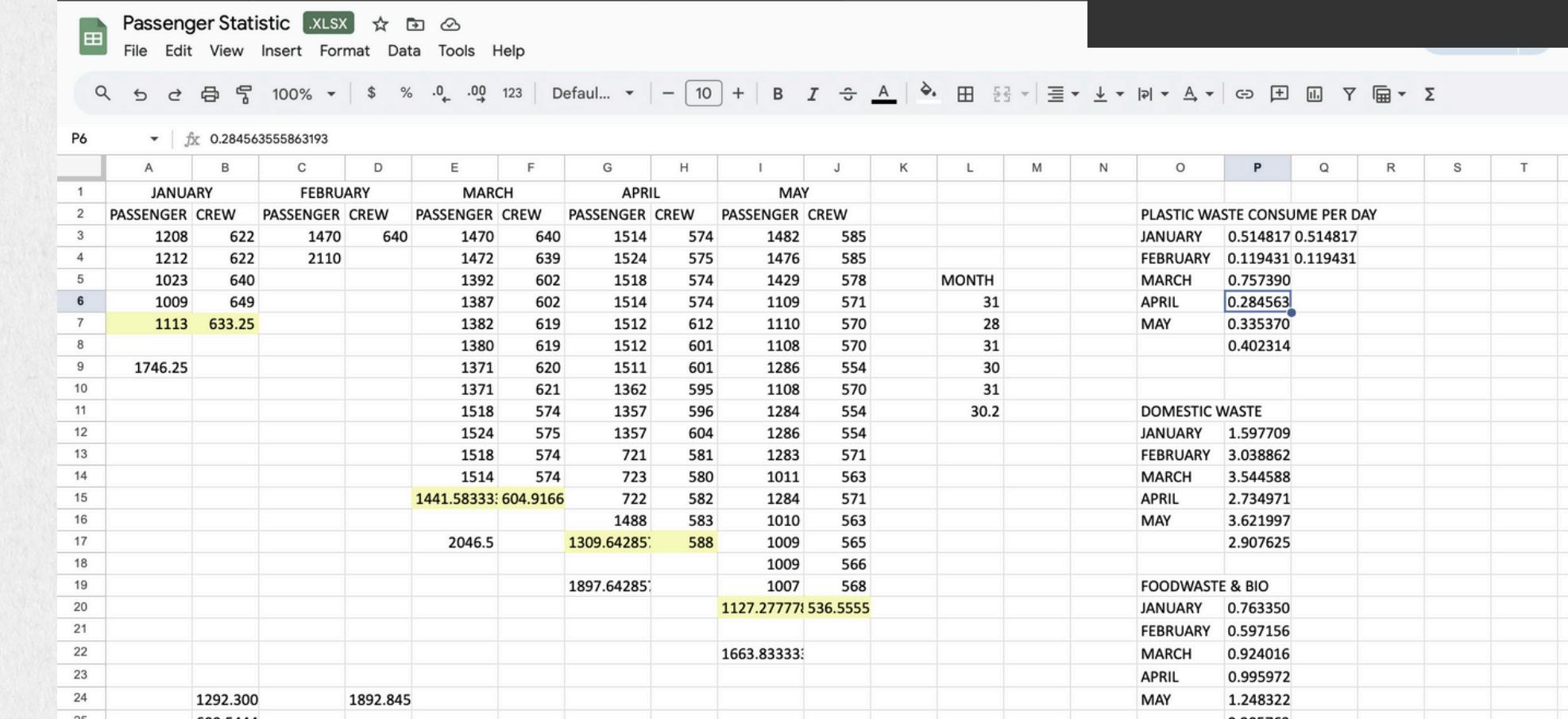
- Data Collection: Identify waste types, disposal methods, and sustainability efforts.
 - Data Management: Organize data using tools like databases and spreadsheets.
 - Data Analysis: Use descriptive statistics and visualization for insights.
 - Reporting: Create operational and sustainability reports with key metrics and budget reports for the shore side office.
 - Recommendations: Propose waste reduction strategies, improved recycling programs, and innovative onboard technologies.
 - Implementation: Develop action plans, monitor progress, and aim for continuous improvement.

Client

- Monthly Task German Cruise Ship (AIDA) as Deck Secretary



Statistic for seasonal/ monthly report

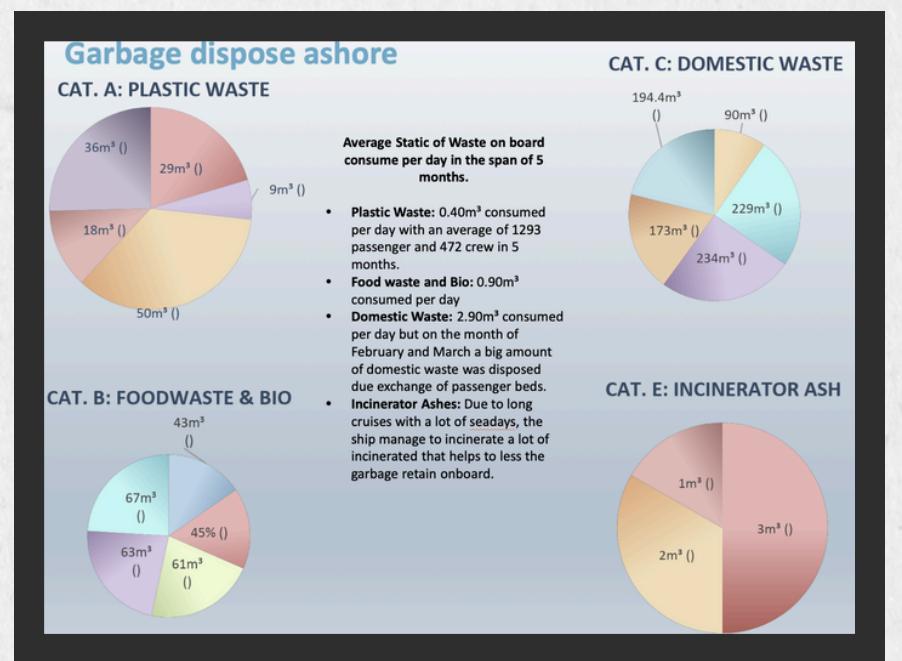
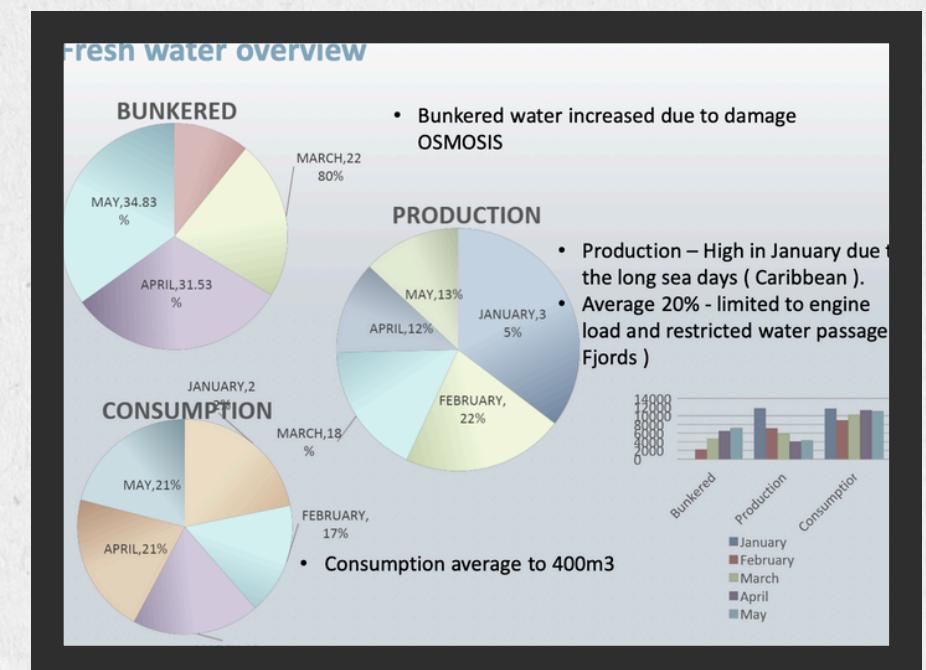
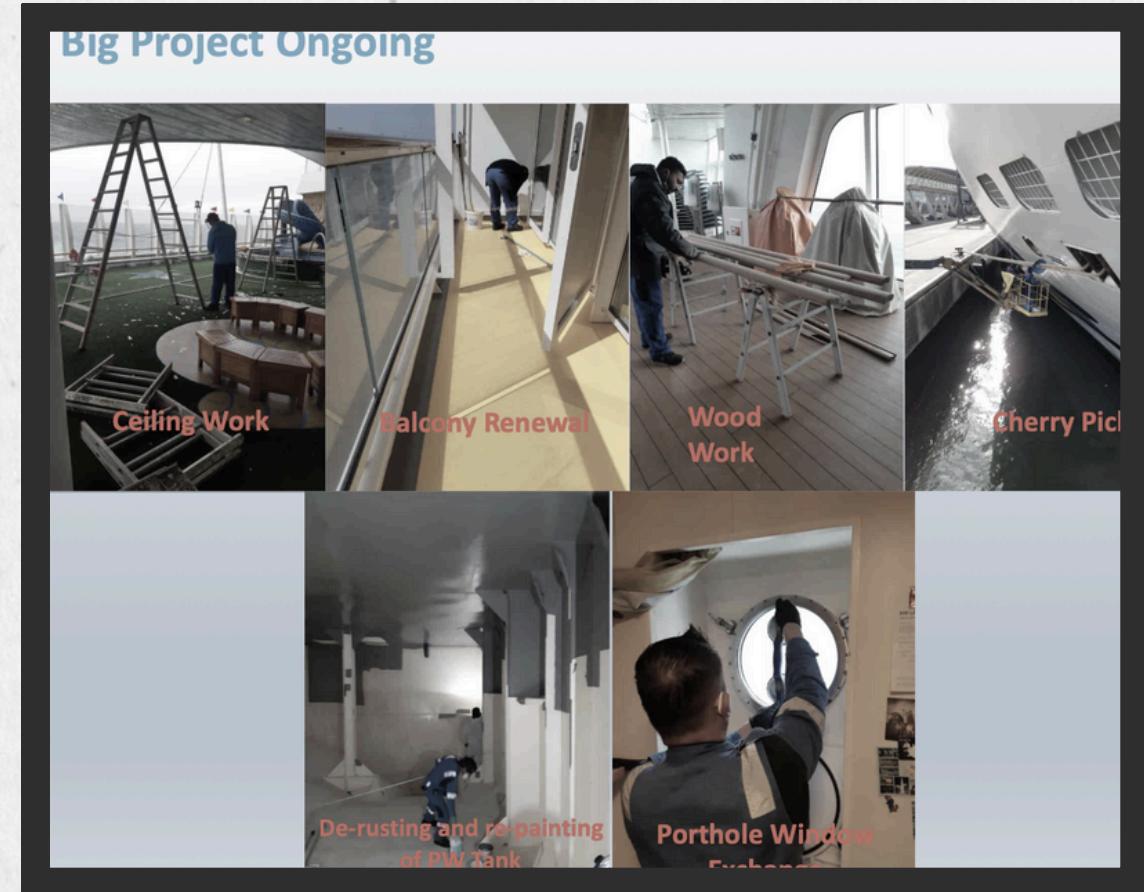


Portfolio Project5

Prepare a management review presentation and research that collects all ongoing activities and operations, to be presented by high-level management from the engine and deck departments on board the cruise ship. This presentation will evaluate their performance over the past months or period, highlighting key achievements and areas for improvement.

Client

- Seasonal Task in German Cruise Ship (AIDA) as Deck Secretary





Research, Execute
and Bill Arrangement

Waste Disposal Schedule - 13d North Sea - 2022 (Date: from 09.04.22 - 21.04.22)						
					Garbage - Haz. /Special WasteDisposal Facility Means of Transport Costs	Sludge / Bilge / Waste Water Facility Means of Transport Costs
1	Hamburg-DE 08:00-18:00	NO	YES (Cooking Oil)	YES (sludge/ Bilge) + 200 m ³ waste water	Marpol Fee 2019: 970 EUR (6 m ³ included) Plastic, food waste, dry mix: 110 EUR/cbm glass: 40 EUR/cbm paper bales: free Ash: 290 EUR/cbm Mattess: 12€/pc Ash: 290 EUR/cbm truck transport: 89 EUR truck waiting time (if > 1h): 55 EUR/h barge: 220 €/h transport; barge waiting time 75 €/h Cooking Oil: refund of 0,33 EUR/ kg Estimated costs Garbage: approx. 4000 EUR (incl. Fee & w/o Haz waste)	Waste Water: up to 200 cbm incl. in fee > 200t, 22.50 €/cbm Oil/Waste: up to 30 cbm and 2 h pumping time incl. in fee add. cbm sludge: 45 Euro/cbm add. cbm bilge water: 60 Euro/cbm pumping time barge > 2 hours: 182 Euro/h pumping time truck > 2 hours: 182 Euro/h
	Lerwick-UK 08:00-16:00					
					Garbage: Household/Foodwaste - DIO (Dried Foodwaste) - 04-10 m ³ /day	Sludge/Bilge water (2019):



Portfolio Project 6

In addition to collecting data and conducting research on various aspects of port operations, the project also includes scheduling activities. This involves creating timetables and coordinating and communicating operational time refer to tides, arrivals and departures with port authorities and other stakeholders.

Assist to scheduling aspect ensures smooth and efficient operations while maximizing utilization of port facilities and resources. By integrating scheduling into the research project, we aim to streamline processes and enhance overall efficiency in port operations.

Client

- Daily Task Research and Scheduling as a Secretary on board cruise ship (AIDA)

Portfolio Project 7



When you love your company, you naturally support their well-being. Nowadays, every sector needs to sustain every aspect and maintain a good reputation globally. Initiating and doing more beyond my job duties, I have experienced it. As I able to coordinate waste recycling, disposal, cost management, and sustainability of shipp wit approx. 3000 crew member and passenger.

I was the one fsupport celebration of World Recycling day on board with the little future of this world. Delegated by the Staff Captain and Environmental Officer of the ship. As a Communication Science student and a natural communicator with advanced English and basic German, and knowledge that I have. I tutored European kids (mostly German, Italian and Spanish), teached them to care for the earth while having fun. The picture beside shows my story supported by the Entertainment (*Gastgeber*) team on board.

Client

- Additional Research and activity as Secretary on board cruise ship (AIDA)

Portfolio Project 8



Organization Member as Safety Representative for Crew

As a long-term worker with extensive experience across various seasons and a thorough knowledge of company procedures, I was recommended by the Staff Captain to contribute my expertise to an organization supporting crew life. In this role, we evaluate management practices and share insights with the shore-side office to identify areas for improvement in crew welfare.

Outside of my job duties, we organize events and collect funds for crew well-being, addressing relevant topics. My position is Safety Representative, as safety on the ship is crucial for keeping everyone alive. I took on this responsibility because I am well-connected with many Nautical Officers, know who to approach, and am approachable to all due to my friendly nature. This role demonstrates my leadership skills, customer service abilities, and project management expertise.

Client

- Additional Research and activity as Secretary on board cruise ship (AIDA)

EVALUATION

FEEDBACK FROM PREVIOUS JOB

Mrs Larasati is spontaneous, kind and available person who added good values into our team. She is a mood booster and all bridge team benefitted from her behavior. She is experienced in the job and when she has doubt, she is not afraid to ask questions to any high ranked officer. Her way to chase solutions is admirable. Mrs. Larasati is punctual and reliable.

I see in Mrs. Larasati the potential for future development if there will be the possibility on bigger ship's class. I am happy to work again with Mrs. Larasati whenever there will be the possibility.

STAFF CAPTAIN MICHELE DEROSA



Schedule your free

Hello there! I am excited to share more about myself and my capabilities. If you are interested in learning more and discussing how I can contribute to your team, please feel free to reach out to me.

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 Sanur- Bali



thanks!

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