

Anisa Nabilahusna Prabowo (*Anisa*)

I'm adept at understanding and meeting customer needs, with a track record of effective communication and problem-solving.

My creativity and proactive approach make me a quick learner, ready to excel in this position and ensure outstanding customer satisfaction.



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Personal Data

Date of Birth : Surabaya, February 12th 2000

Gender : Female

Religion : Christian

Marital Status : Single

Language : Indonesian, English, Japanese

Height/weight : 164 cm/55 kg

Hobbies : Writing journal, doing sports (running, hiking), and photography

Education

- **2017 – 2021**

Bachelor of Design, GPA 3.84

Indonesian Institute of The Art, Denpasar

- **2014 – 2017**

Patisserie

SMK Negeri 6 Surabaya

- **2011 – 2014**

SMP Negeri 1 Buduran, Sidoarjo

- **2005 – 2011**

SDN Sudimoro III Bululawang, Malang

Working Experience

- **Jan 2024 – Present**

Consulting Business - Operational Support Staff (WFH - Full Time)

Kakemochi Co., Ltd, Japan (カケモチ株式会社・日本)

Job description:

1. Responsible for every stage of planning and producing marketing content for client companies that is tailored for the Indonesian market.
2. Fulfilling client needs related to marketing, customer service, and other relevant aspects tailored to the Indonesian market.
3. Translating and proofreading any documents or marketing content from Japanese to Indonesian.
4. Communicating with managers about any developments or issues experienced by clients and participating in brainstorming sessions or problem-solving efforts.
5. Taking responsibility for resolving customer inquiries and complaints with the best possible customer service for each issue experienced by clients.

- **Jul 2023 – Dec 2023**

Tour & Travel - Brand Communications Manager (WFO - Full Time)

PT Know Indo International, Bali

Job description:

1. Creating social media and email push content timelines for the company on a weekly, monthly, and yearly basis.
2. Developing the visual branding theme for the company, including color tones, shapes, fonts, and redesigning the company logo.
3. Designing and being responsible for the annual or seasonal visual theme of the company's website.
4. Creating graphic design templates for the company's marketing needs promoted through social media and email.
5. Responsible for every stage of planning, production, and post-production of documentary videos, including promotional tour and travel videos as well as corporate social responsibility (CSR) programs.
6. Planning and producing voice-overs for the company's CSR video programs.

7. Creating transcripts of video content and translating it from Indonesian to English or English to Indonesian.
8. Designing pamphlets, brochures, and other print media required for promotional and awareness purposes.
9. Responsible for every stage of planning, production, and post-production of print designs, such as pamphlets, brochures, and clothing needed for marketing purposes.
10. Planning and producing written content for inclusion in the company's annual reports and periodically updating the blog on the company's website.
11. Communicating with management about any developments and issues experienced in the field and participating in brainstorming or problem-solving sessions together.
12. Designing guests' travel itineraries.
13. Assisting guests during their trip period, such as guiding and taking documentaries.

- **Mar 2021 – Jun 2023**

Tour & Travel - Graphic Designer (WFO - Full Time)

PT Know Indo International, Bali

Job description:

1. Creating the visual branding theme for the company, including color tone, shape, font, and redesigning the company logo.
2. Designing and being responsible for the annual or seasonal visual theme of the company's website.
3. Creating graphic design templates for the company's marketing purposes promoted through social media and email.
4. Responsible for every stage of planning, production, and post-production of documentary videos, including promotional tour and travel videos as well as the company's corporate social responsibility (CSR) programs.
5. Creating transcripts of video content and translating it from Indonesian to English.
6. Designing pamphlets, brochures, and other print media needed for promotional and awareness purposes.
7. Responsible for every stage of planning, production, and post-production of print designs, such as pamphlets, brochures, and clothing needed for marketing purposes.
8. Communicating with management about any developments and issues experienced in the field and participating in brainstorming or problem-solving sessions together.

9. Designing guests' travel itineraries.
10. Assisting guests during their trip period, such as guiding and taking documentaries.

- **Sep 2019 – Mar 2021**

Tour & Travel - Graphic Designer (WFO - Part-time)

PT Know Indo International, Bali

Job description:

1. Creating the visual branding for the company, including color tone, shape, font, and redesigning the company logo.
2. Creating graphic design templates for the company's marketing needs promoted through social media and email.
3. Responsible for every stage of planning, production, and post-production of product photo catalogue.
4. Creating transcripts of video content and translating it from Indonesian to English.
5. Communicating with management about any developments and issues experienced in the field and participating in brainstorming or problem-solving sessions together.

Organizational & Volunteer Experience ---

- **2019**

- Publication Committee at *Lomba Operet SMA/SMK Se-Bali Institut Seni Indonesia Denpasar*
- Committee at COPIC WORKSHOP “COPIC Goes to Campus” 2019 Institut Seni Indonesia Denpasar
- Volunteer of Panti Asuhan Fair 2019 at Bali Creative Industry Center, Bali
- Committee at HUT Interior Design ISI Denpasar “INDAY-Interior Day”, Taman Baca Kesiman Denpasar, Bali
- Volunteer in Halal Bi Halal at Kebun Raya Bedugul Bali by Yayasan Sosial Marga Utama Denpasar, Bali
- Volunteering for the *National 1000 Startup Digital Ignition Movement* in Bali

- Volunteer on the Documentation Committee at Asia Open Memory Championship 2019 at Inna Grand Bali Beach Hotel
- **2018**
 - Publication committee at *Lomba Operet SMA/SMK Se-Bali Institut Seni Indonesia Denpasar*
 - Volunteer of Institut Seni Indonesia Denpasar Exhibition booth at *Bali Indobuildtech Expo* in Prime Plaza Hotel, Sanur – Bali
 - Publication Committee at *Lomba Hari Anak 2018*
 - Publication and Documentation Committee at *Kita Lo Gini #4 Institut Seni Indonesia Denpasar*
- **2017**
 - Participating in blood screening in Declaration and Dissemination of Presentive Thalassemia by *Rotary International D3420 Bali Area*
 - Documentation committee at *Kita Lo Gini #3 Institut Seni Indonesia Denpasar*

Achievement ---

- **Sept 2019**

Indonesian Student Debate Contest as 1st place Debate Winner and 3rd place for Best Speaker in Indonesian Institute of The Art Denpasar

Skill ---

- ✓ Language skills:
 - Indonesian (Native)
 - English (TOEIC Score: 735)
 - Japanese (JLPT N3)

✓ Technology skills:

- Media design using **Adobe Photoshop**
- Photo editing (**Adobe Lightroom**)
- Video editing (**Adobe Premiere Pro**)
- Website design (**Shopify**)
- Email automation tools (**Omnisend**)
- **Microsoft Office**
- Task Management tools (**Trello, Asana**)
- Long-distance communication tool (**Slack**)

✓ Interpersonal skills:

- Ability to take on leadership roles
- Have good communication skills
- Working well in teams
- Creative
- Have a high responsibility
- Being able to empathize with others
- Ability to be flexible and adaptive in new environments