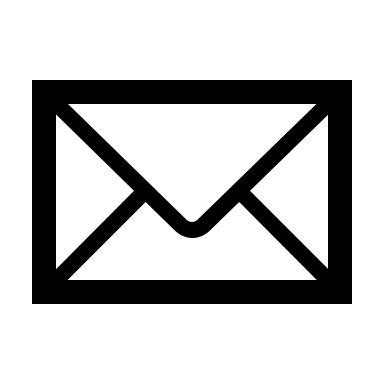
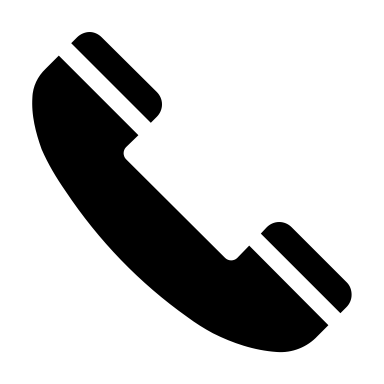
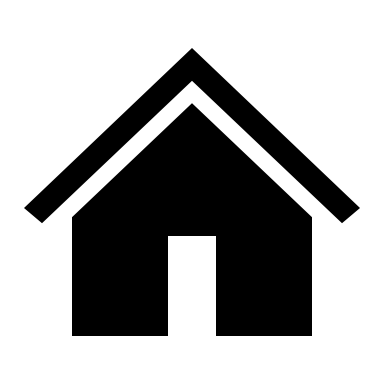
 FELICIA CHANDRA

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2 Whampoa East, Eight



Riversuites #18-02, S338517

**Personal Information**

Nationality : Indonesia

Date of Birth : November 2nd, 1997

Languages : Indonesian, English,

Chinese (simplified - beginner proficiency)

**Summary**

A fresh Master graduate with strong passion in marketing management. A perfectionist in my passionate area and an innovative individual. I’d like to perceive myself as a person with high sense of responsibility who’s creative in the area of ideas and problem solving and always ready to learn new things every day. I am highly adaptive to changes and I work extra mile to ensure that expectations are exceeded. Through internship experiences and actively involved myself in various extracurricular activities and voluntary work, I am a strong team player with proven qualifications in event planning, marketing, and organization management.

**Employment History**

Apr 2015 – Jul 2015

**Key Sales Manager at Kakita Jaya**

* Manage a small team of 5 people to work side by side in attaining successful sales.
* Generate financial statements including balance sheet.
* Provide analysis and performance reports for superior.
* Oversee the newly acquired accountancy program by testing and ensure successful implementation.
* foster relationship with suppliers and customers via e-mails and phone calls.
* Provide training to new employees.

Surabaya, Indonesia

**Sales Executive at Ray White Property Consultant**

* Manage property listing and lists of customers.
* Ensure cohesiveness between property agents team.
* Provide analysis and performance reports for superior.
* Meeting with customers and conduct presentation regarding the listing details and benefits.
* Foster relationship with suppliers and customers via e-mails and phone calls.

Aug 2015 – Oct 2015

Surabaya, Indonesia

**Education**

**Master of Business Administration, James Cook University Singapore**

* Graduation in February 2019.

**Bachelor of Commerce with a major in Finance, Wollongong University, Australia**

* Graduated with Distinction Award. GPA 5.3 out of 7.0

**Diploma in Business Administration, PSB Academy Singapore**

* Graduated with 4.0 out of 4.0 GPA.

Mar 2018 – Feb 2019

Aug 2016 – Jan 2018

Oct 2015 – Jul 2016

**Extracurricular & Volunteer Activities**

* **President of JCUS Music Club (Nov’18 – Feb’19)**
  + Handled administrative responsibilities, developed and managed budget schemes
  + Assigned tasks to the executive committees and monitor progress
  + Organized events (e.g. welcoming party, bonding activity) and student performances
  + Ensured cohesiveness among committees and club members
  + Report club’s progress regularly to the school’s staff
* **Publicity Manager of JCUS Music Club (Mar’18 – Nov’18)**
  + Marketed events on the club’s social media account
  + Designed posters and invitations for club’s events
  + Documented club’s activities and published on social media
  + Managed and designed the club social media accounts in terms of attractiveness for maximum utilization and reaching out members
* **Worship Leader of Gloria Christian High School (Jun’09 – Apr’15)**
  + Managed song lists for the worship session and assigned singers and musicians.
  + Scheduled and managed practice a week before the session
  + Organized line up during the worship session
  + Acted as the speaker during the worship session

**Skills**

* Marketing Management
* Internet Marketing
* Corporate Finance
* Accounting
* Data Analysis
* Graphic Design (Adobe Photoshop)
* Logo Design
* Public Speaking