



Amelia Apsari

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Expertise

Project and account management

Experience

Project Manager (October 2013 - Present)

Circus Social Pte Ltd - Singapore

Started off as an Account Executive (Oct 2013 - June 2014), I manage social application projects for local, regional and international clients across various industry as part of their marketing solutions / plans. I believe in working efficiently while keep on learning and improving along the way and giving the best to both the company and clients without compromising on quality.

Community Manager (September 2010 - September 2013)

Eyeka Asia Pacific Pte Ltd – Singapore

Managed >250,000 creative community members across multiple countries with language focus in English and Bahasa Indonesia. Monitor company's social media activities and on-going projects to ensure excellent outcome. During my time, I helped to grow the Indonesian community from 10,000 to >24,000 and consistently achieved 100% KPI every year.

Account Executive (March – April 2010)

Yuan Associates Pte Ltd – Singapore

Account management for telecommunication, finance, and banking clients.

Account Executive (February - December 2009)

PT Cakrawala Media Baru (Double Tape Advertising Agency) – Jakarta, Indonesia

Project and account management for IT, sportswear, aviation and FMCG clients. Executed both prints and on-ground activations.

Education background

Bachelor of Arts (Mass Communication) (2004 - 2007) Curtin University of Technology – Australia

Major in Film and Television and minor in Public Relations
Course weighted average: 70.25

Certificate in Chinese Language (2007 - 2008) Beijing Chinese Language and Culture College – China

Relevant skills

- Languages (spoken and written): English, Bahasa Indonesia, Mandarin Chinese, Malay
- MS Office (Word, Excel, PowerPoint), Apple Keynote, Adobe software (Photoshop, Premiere), Final Cut Pro
- Project management tool (Basecamp, Waypoints)
- Pro-active, fast learner, responsible
- Good communication skills, organized and attentive to details
- Team player