



# INGTANA OKTA

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## SUMMARY

Tourism student with well-rounded experience in tour leading, event operations, public relations, liaison duties, and formal meeting support. Skilled in coordinating people, handling stakeholder communication, and ensuring smooth event execution in both formal and creative settings. Strong in hospitality, teamwork, and client-facing roles, with a growing interest in partnerships and brand collaborations.

## WORK EXPERIENCE

- Tour Leader, Freelance**2023 - Present
- Guided tour groups and ensured a smooth itinerary flow.
  - Provided hospitality, safety briefings, and customer service throughout the trip.
  - Coordinated with drivers, venues, and local partners to maintain schedule accuracy.
  - Managed group needs, handled unexpected issues, and maintained guest satisfaction.
- Public Relations, Campus Events**2023-2024
- Handled Communication with speakers, partners, and invited guests
  - Drafted announcements, public briefs, and event information.
  - Managed hospitality and smooth communication between stakeholders.
- Liaison Officer, Forum Rektor Indonesia**2022
- Served as LO for VIP guests and university delegates, ensuring smooth coordination throughout the event
  - Managed hospitality, briefing, and on-site assistance for invited guests and speakers.
  - Coordinated schedules, transportation flow, and venue navigations.
  - Acted as the communication bridge between the committee and attendees, ensuring all needs were met professionally and promptly.

## EDUCATION

- Diploma in Tourism Destination**Aug 2022 - Present
- Airlangga University
- Relevant coursework in Hospitality and Project Management.

## SKILLS

- Event Coordination
- Liaison Officer & Hospitality
- Public Relations & Communication
- Tour Leading
- Stakeholder & Partner Coordination
- On-site Operations
- Adminidtrative Support
- Problem Solving & Quick Adaptation

## ADDITIONAL INFORMATION

- Comfortable working with VIP guests and formal institutions.
- Strong interpersonal and communication skills.
- Interested in partnership development, brand activation, and creative events