



Andriana Kok

Marketing Manager

I am able to:

- * Adapt in strategic planning and team building, problem-solving abilities and customer relationship management to foster professional growth.
- * A detail-oriented individual with exceptional communication and project management skills. Proven ability to handle multiple tasks effectively and efficiently.
- * Demonstrates strong analytical, communication, and teamwork skills, with proven ability to quickly adapt to new environments.
- * Eager to contribute to team success and further develop professional skills.
- * Bring positive attitude and commitment to continuous learning and growth.



Contact

Address Selong Kebayoran Baru. Jakarta Selatan, Indonesia 12110

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Skills

Computer: MS. Office (Word, Excel, Powerpoint)

Language: Indonesia & English fluently (Speaking & Writing)

Customer Relationship Management (CRM)

Strategic Planning

Staff Management

Problem-solving abilities

Time Management

Strategic Marketing

Market Analysis

Project Management

Team building

Teamwork and Collaboration



Work History

Current	Marketing Manager
05 - 2021	<i>Roheda Group, Plaza Oleos TB Simatupang</i>
	<ul style="list-style-type: none"> *Managing internal and external marketing standard of working procedure *Mentored junior team members, providing guidance and support to foster professional growth and skill development within the marketing department. *Maintained documentation, detailing assignments, in-progress work and completed project progress. *Negotiated partnership with external marketing, Banks and target markets. *Coordinated with sales teams to align marketing and sales.
03-2017	Chief Operations Manager
11-2021	<i>PD Aneka Textile & PT Borneo Inti Mineral, Elang Laut Sentra Industri & Kebun Sirih</i>
	<ul style="list-style-type: none"> *Incharge of resource allocation and improving overall productivity levels especially in efficiency *Developed a highly skilled management team, fostering collaboration and improvement initiatives. *Maximized cost-saving and implementing strategic budget reductions. *Reduced operational risks by establishing safety compliance procedures within working areas such as warehouses.
01-2016	Preschool Teacher Leader
08-2017	<i>Sunshine Kidz Preschool, Taman Pluit Barat</i>
	<ul style="list-style-type: none"> *Enhanced student engagement by incorporating interactive activities and hands-on learning experiences. *Provided individualized attention to students struggling with specific concepts. *Organized parent-teacher conferences, events *Promoted diversity within the classroom by incorporating multicultural materials and lessons that celebrated various cultural backgrounds of students and countries. *Collaborated with colleagues to develop interdisciplinary lesson plans and motivated further explorations *Observed children to identify individuals in need of additional support to improve assistance *Organized and supervised large and small group activities. *Monitored classroom to verify safe and secure environment.
01-2014	Preschool Teacher
11-2015	<i>Wesley Pelita Bangsa School, Pluit Raya Jakarta Utara</i>
	<ul style="list-style-type: none"> *Gave one-on-one attention to children while maintaining overall focus on entire group. *Designed creative lesson plans that incorporated hands-on activities and interactive learning experiences to foster curiosity and engagement in young learners. *Developed weekly lesson plans and activities to engage children and promote learning. *Applied play-based strategies to provide diverse approaches to learning from other culture and countries

**Incorporated music, art and literature into curriculum.*

2006-2013

Part time Assistant Manager

Marwang PTY LTD ,Eastwood Centre Newsagency

**Providing efficient and friendly customer service*

**Handling cash and non-cash transactions*

**Managing inventory*

**Staff training*



Education

2006-2010

Bachelor of Arts : Early Childhood Care and Education

Macquarie University - Sydney Australia

Bachelor/S1

1999-2005

Highschool : Cheltenham Girls High School

The Promenade- Sydney Australia

High School year 7- year 12

1990-1998

Yayasan Pendidikan Permai

Jakarta Utara , Indonesia

Preschool-Primary School



Mountain Climber

Mountain climber & Travelling:

I have been to Mountain Rinjani twice because the first time i was not able reach to the Summit as i was not fit enough. I trained myself for another year, lost weight by running, lifting weight and swimming and able to reach the summit for the second visit. I Went to Nepal in 2023, did the ABC track (Annapurna Base Camp).

Dog Lover:

Nurture and train few dogs

Cooking:

I like to experiment cooking foods and baked cake or desserts from other countries

Fishing, Snorkling & Scuba Diving



Referrals

Mr Harianto Cahyadi

Director, Marwang PTY LTD

Mobile: +61 418 979 427

Email: hariantocahyadi@hotmail.com

Mr Roi Sundoro

Principal

Mobile: +62 818 692 686

Mrs Lily Goh

Director & Principal Sunshine Kidz Preschool

Mobile: +62 816 134 1778

&

Ms Yokhebed Viennasanjaya

Previous Vice Principal Sunshine Kidz Preschool (2015- 2022)

Mobile: +62 811 839 606

Mr Benny Dwinarto Purwanta

Director, Pd Aneka Textile & PT Borneo Inti Mineral

Mobile: + 62 811 851 305

Ms Herlina Pertiwi

Previous HRD(2021-2023), Roheda Group Construction Company

Mobile: + 62 877 8056 3701

&

Ms Cynthia Kumala

Current HRD (2024) , Roheda Group Construction Company

Mobile: + 62 856 9207 5947