

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**

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**Skills**

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

**Language:** Indonesia & English fluently (Speaking & Writing)

Customer Relationship Management (CRM) Strategic Marketing

Strategic Planning Market Analysis

Staff Management Project Management

Problem-solving abilities Team building

Time Management Teamwork and Collaboration



**Work History**

**Current Marketing Manager**

**05 - 2021** *Roheda Group, Plaza Oleos TB Simatupang*

\*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** *PD Aneka Textile & PT Borneo Inti Mineral, Elang Laut Sentra Industri & Kebun Sirih*

\*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** *Sunshine Kidz Preschool, Taman Pluit Barat*

\*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** *Wesley Pelita Bangsa School, Pluit Raya Jakarta Utara*

\*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**

**1999-2005**

**1990-1998**

# Bachelor of Arts : Early Childhood Care and Education

*Macquarie University - Sydney Australia*

*Bachelor/S1*

# Highschool : Cheltenham Girls High School

*The Promenade- Sydney Australia*

*High School year 7- year 12*

**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