



CURRICULUM VITAE

PERSONAL INFORMATION

Name // Mega Aprilia

Date of Birth // 14 April 1988

Address // Jl Kesatrian VIII/H-19. Matraman. East Jakarta

Status // Single

Religion // Moslem

Mobile Phone // 0896-6886-9388

Email // mega.luckman@gmail.com

ACADEMIC INFORMATION

2006 - 2010 // Akademi Bina Sarana Informatika - Broadcast

2003 - 2006 // SMU Negeri 4, Jakarta

2000 - 2003 // SLTP Negeri 7, Jakarta

1999 - 2000 // SD Negeri Kebon Manggis 11 Pagi, Jakarta

PERSONAL SKILL

Language // English - Medium Oral and Written

Computer // Word, Excel, Power Point, Photoshop



WORKING EXPERIENCE

PT CREO SINERGI (Juny 2013 - September 2014)

as Event and Promotion Officer

- * Meeting with client and partner
- * Internal communication regarding the partnership
- * Internal communication regarding request from client
- * Maintain partnership communication
- * Reporting result with team and management
- * Filling document regarding proposal, review, invoice, etc

as Project Manager

- * Ensuring the ongoing project running on schedule
- * Team coordination to manage the timeline
- * Report to the supervisor according to the project details
- * Filling documents regarding the project

as Social Media Specialist

- * Day to day management and development of editorial content on social media platform
- * Promotion and sharing the information of the ongoing event
- * Community target research
- * Assisting the Marketing Team for the programs

PT VTC Online Indonesia (2011 - 2013)

as Community Manager

- * Monitoring and proactively interacting with online communities
- * Monitoring the upcoming and or the ongoing event on the game
- * Day to day management and development of editorial content on social media platform
- * Having a responsibility to create the press release and sending it to the media parner
- * Handling the Customer Service Online (CSO)
- * Liaison VTC Online Indonesia with KakaoTalk

WORKING EXPERIENCE



PT LIMAS CENTRIC Indonesia Tbk (2011)

as Content Writer

- * Writing short article on lifestyle section
- * Article update on CMS for publishing purposes

PT SINAR MUTIARA CEMERLANG (2007 - 2010)

as Sales Admin

- * Preparing quotation letter for client
 - * Preparing delivery and shipping order
 - * Preparing invoice for client
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