

NEVA STELLA

Jalan Kartini 2, no.34D, 10710 Central Jakarta, Indonesia
Contact number: +6287778332300; Email: nevastella@yahoo.com

EDUCATION

Taylor's University

Bachelor of International Hospitality Management (Honours)

- CGPA: 3.35 (out of 4.00), majoring in Hospitality
- Awarded of a daily prize winner of Financial Literacy Week @SHTCA 3-12 April 2014

Selangor, Malaysia
July 2011 – May 2015

Université de Toulouse II- Le Mirail

Bachelor of International Hospitality Management (Honours)

- Involved in Management Games

Toulouse, France
2013 – 2014

WORKING EXPERIENCES

PT. Radio Cakrawala Gitaswara, FM 98.30 (May 2015 - Current)

Mandarin Announcer, Program Department

- Prepare script for broadcasting purpose, topic research, check the fact and outline preparation; operate broadcasting equipment, read commercials and messages to the listeners.

Program Involved:

- Dapur Cakrawala with Ms. Emi Ginting, Love is In The Air, Birthday Program, Accompany You with Our Stories, Travel All Around The World, Korean and Mandarin Wave, Breakfast of Wisdom, Hot News (Current: News of the Day), JJ, Woman's World, Listen to Your Heart.

Talk Shows Involved:

- Lestari Memorial Park (English and Mandarin)(21 August 2015)(Live)
- Rahasia Remaja Sukses (Bahasa Indonesia and Mandarin) (30 September 2015)(Live), (12 October 2015)(Record: 7 October 2015)
- Talk Show Hukum (Bahasa Indonesia), with Mr. Abdul Fikar Hajar S.H. (2 October 2015)(Live), (9 October 2015)(Live), (3 December 2015)(Live), (8 January 2016)(Live), (15 January 2016)(Live), (29 January 2016)(Live)
- Perpajakan (Bahasa Indonesia), with The Representative from Kanwil Direktorat Jendral Pajak and IKPI (Indonesian Tax Consultants Association), Revaluasi Aktiva Tetap (28 October 2015)(Live), Pengurangan/Penghapusan Sanksi Administrasi Perpajakan (25 November 2015)(Live)
- Superteen (Bahasa Indonesia)(11 November 2015)(Live), (3 December 2015)(Live)
- Soul Recovery (Bahasa Indonesia)(2 December 2015)(Live)
- Anti-aging (Bahasa Indonesia)(21 January 2016)(Live)
- Tiga Mutiara Cake and Bakery (Bahasa Indonesia and Mandarin)(26 January 2016)(Live)
- Property - Prioritas Land (Bahasa Indonesia)(27 January 2016)(Live)

Advertisement Product Involved:

- Toasebio (Ad-libs) (2015)(Chinese Version)
- Villa Marina (Ad-libs) (2015)(Chinese Version)
- Sian Djin Ku Poh (2015)(Chinese Version)
- Cahaya Mentari Restaurant (2016)(Chinese and Bahasa Indonesia) ft. Mr. Ongky
- Angke Restaurant (2016)(Chinese Version)
- Tiga Mutiara Cake and Bakery (2016)(Chinese Version)
- Marbella Hotel, Anyer (2016)(Chinese and Bahasa Indonesia)

Le Meridien Kuala Lumpur (September 2014 – December 2014)

Trainee – Sales and Marketing Department

- ISAC System: Arrange and book for the events venue (Function Room's availability).
- Create Floor Plan, LOU, Contract, Purchase Order and Pro-forma Invoice in between hotel and other parties.
- In charge of BEO (Banquet Event Order) and responsible to arrange the Top 10 Corporate Account.
- Responsible for local and international business news, and calculate revenue for filing purpose.
- Wedding Event: Responsible arranging guests' name list and to manage the souvenirs.

Trainee – Banquet – Food and Beverages Department

- In charge of information on LED screen display (i-connect system) and assist in any events held.
- Welcome and assist guests to the event's venue and responsible for fulfilling the needs of events based on event order, such as Food tasting form, Menu Card, Food tag, Tent Card, etc.
- In charge of the casual payment voucher for banquet part-timer.

Grand Aston City Hall Hotel (January 2013 – March 2013)

Trainee at Front Office, Food and Beverages, Sales and Marketing, Human Resources, and Finance Department

- Front Office Department, as a telephone operator, and to assist in business center.

- Food and Beverages Department, e.g. in charge of napkins, table set up, drinks, and to polish glassware, cutlery, crockeries, and to assist guests.
- Sales and Marketing Department, e.g. prepared promotion kit, learnt membership system, meeting rooms, how to handle guests and negotiation, LOU and LOA, joined sales call.
- Human Resources Department, e.g. update staff's attendance and meals, practiced using fingerprint and magna attendance (Bio Office Management Software), to prepare slides for training.
- Finance Department e.g. checked food and beverages bills, to print invoices.

王岳海大礼堂 **HGH Convention Center (2012)**

Part-Timer – Part of service team in the wedding event with the total of 20 persons/team

- Preparation before event: table set up; recognize floor plan, preparation for drinks and ice buckets.
- During event (Serving): to pull the chair for guest; serve drinks, assist guests, clearing the table.

Pepper Lunch (2012)

Part-Timer as a Server

- Food and Beverages server, e.g. to serve food and beverages, clear the table.
- Restaurant opening and closing process, e.g. for opening, set and aligned the tables, prepare rice, mash potato, miso soup and teriyaki sauce. For closing, clear all the tables, pour out the garlic soy sauce, clean the bottles, and fill it up, cleaned the floor, cleared the containers and aligned the tables.

Ristorante Italiano Capriciosa (May 2012)

Worked for an event as a Host

Main responsibilities – to generate customers:

- Flyers distribution, to approach potential guests, tells about promotion, and assists them to the restaurant.
- Inside the restaurant, e.g. pull the chair for guests, give menu and explain the promotion.

ACADEMIC AND NON-ACADEMIC EXPERIENCES

Academic Activities

- Management Games (Université de Toulouse II- Le Mirail)
- J-Infinite Food Promotion (Decoration Team and Receptionist)
- HOPE Worldwide Kuala Lumpur Charity Fundraising Effort
- Food and Beverages Fine Dining Service (Truffles Restaurant)
- English Competition (Binus University)

Non-Academic Activities

- IKA Culinary Olympic Competition 2012 Fund Rising Dinner (Server)
- Volunteer Clean Up Project at Taman Botani Negara Shah Alam (2012)

Seminar, Forum, and Workshop

- The Compass Orientation (2014)
- The POWER workshop – AKPK (2014)
- PATA International Youth Forum (2013)
- BH Wine Luncheon – Wine tasting workshop (2013)
- Mind Mapping workshop (2013)
- LEAD A Day of Wonder Seminar (2012)

ADDITIONAL SKILLS

- Language: English (Fluent), Mandarin (Fluent), Bahasa Indonesia (Native), French (DELTA A1), Hokkien (Fluent).
- Special Skills: ISAC System, OPERA Property Management System (PMS), VHP (Visual Hotel Program) System, MICROS (Modular Integrated Cash Register Operating System), Delphi System, AutoCAD (Architecture).
- Computer Skills: Ms. Office, Graphic and Web Design (Corel Draw, Macromedia Dream Weaver, Macromedia Flash, SketchBookExpress, Adobe Illustrator), Video Editor (Moviemaker, iMovie), Photo editor (iPhoto, Adobe Photoshop, Photo Booth, Photo Effects Lite), Borland Delphi, Internet Access, Social Networking.
- Special Interests: Science and Technology, Music, Art and Design.