

# KARINA

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## EDUCATION

The London School of Public Relation – Jakarta (2010 – 2014)

Senior High School – SMA Cenderawasih 1 – Jakarta (2007 – 2010)

Junior High School – SMP Negeri 37 – Jakarta (2004 – 2007)

Elementary School – SD Negeri Pondok Labu 1 – Jakarta (1998 – 2004)

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## ACHIEVEMENTS

- London Chamber Of Commerce and Industry International Qualifications (LCCI), (Level 2 Certificate in Public Relation)
- City and Guilds, (Level 1 Certificate in English Business for Business Communication)
- City and Guilds, (Level 1 Award in Customer Service)

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## SKILLS

Proficient in Microsoft Office : MS. Word, MS. Power Point, MS. Excel

Social Media : Twitter, Facebook, Wordpress, Instagram, Pinterest

Languages spoken : Indonesia & English

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## WORK EXPERIENCE

### **Ministry of Foreign Affairs of the Republic of Indonesia , (August - November 2013)**

Positions : Internship Student

Responsibilities :

- Media Monitoring
- Attend press conference to writing report
- Admin Social Media for Ministry

### **The London School of Public Relation – Jakarta, (January – Juni 2013)**

Positions : Public Relation & Promotion for Smoking Worsens A Good Generation

Responsibilities :

- Contact the media before the event
- Accompanying the media during the event
- Inform the media about the event
- Provide goodie bags for the media

### **Green Smile Community, (March 2013)**

Positions : Media Relation - Committee Planting 10.000 Mangrove 2013

Responsibilities :

- Contact the media before the event
- Accompanying the media during the event
- Inform the media about the after-event
- Provide goodie bags for the media

**PT Kuliner Nusantara Sejahtera Indonesia, (November - December 2012)**

Positions : Assistant Accounting

Responsibilities:

- Come to the outlet and asked for a report
- Making and collecting expenses and income(Excel) from three outlets (Bakso Kota Cak Man)

**The London School of Public Relation – Jakarta, (November - December 2012)**

Positions : Script writer (Campus Internal Magazine)

Responsibilities:

- Creating questions to ask interviewees about Healthy Life
- Write what speakers have said and pack it into an article

**The London School of Public Relation – Jakarta, (September – March 2011)**

Positions : Committee Earth Hour 2011 - Artist Coordinator

Responsibilities:

- Responsible to contact the artist before, during and after the event.
- Liaison Officer (LO) : At the time of the event to accompany the artist and their needs such as preparing meals and snacks.

**LSPR - Asia Pasific Youth Assembly 2011 - (Agustus, 2011)**

Positions : Food & Beverage and Guest Coordinator

Responsibilities:

- Prepare meals for participants from several countries.
- Liaison Officer : Accompany guest during the event and set up their needs

Jakarta, 2014