



CURRICULUM VITAE

1. Personal Identity

Full Name : Susy Puspitasari
Sex : Female
Place/ Date of Birth : Bangka, August 8th 1989
Nationality : Indonesia
Religion : Christian
Marital Status : Single
Height/ Weight : 159 Cm/ 51 Kg
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Personality : Hard worker, creative, confident, friendly and open minded.

2. Education

Year	Place – Status	GPA
2009 – 2013	Bachelor of Communication majoring in Public Relations at The London School of Public Relations Jakarta	3.73
2004 – 2007	Senior High School at SMAN 1 Belinyu Bangka	

3. Skills

1. Public speaking and presentation
2. Persuasive communication both written and oral
3. Strategy for branding and marketing
4. Teaching
5. Negotiation skills
6. Managing website content
7. Able to communicate in English both oral and written
8. Writing Company Profile, Press Release and other written publicity
9. Social Media Strategy
10. Comprehensive knowledge of Microsoft applications, like Word, Excel, Power Point, Paint, etc
11. Able to work under pressure and result-oriented
12. Able to work both individually and in team
13. Able to multitask

4. Achievement

1. Received a scholarship as “A Student with Academic Recognition” from The London School of Public Relations Jakarta in June 2012.
2. Achieve “Distinction” for level 2 of English for Business Communication, City & Guilds Examination from UK.
3. Achieve “pass” at LCCI Public Relations Examination from UK.
4. Achieve “First Pass Class Level” at Customer Service, City and Guilds Examination from UK.
5. One of Best Ten Students of STIKOM The London School of Public Relation Jakarta, Majoring in Public Relations with GPA 3,73.
6. One of the 60 Campus Ambassadors 2012 selected by The Merry Riana Organization Singapore out of 1400 candidates.

5. Work and Business Experiences – Organization Management

Year	Place and Position	Job Description
Oct 2013 – Feb 2015	Public Relations Executive, Your Clinic- Mayapada Group	-Creating newsletter, articles, and proposal.
		-Creating content for brochure, banner and spanduk.
		-Selling medical checkup package using online marketing tools (Groupon, Living Social, Qoo10, Elevation, etc)
		-Editing health articles from doctors
		-Training frontliner, nurse and pharmacist in how to speak to patient
		-Dealing with media, ex: radio, magazine, newspaper
		-Educating audience about health and medical screening via social media (facebook, twitter, BBM channel)
		-Responsible to increase number of followers at social media
		-Planning and updating website with relevant content, articles, and promos.
		-Evaluating customer satisfaction
		-Responding customer's questions via BBM
		-Dealing with telemarketing
		-Organizing photos from event held by company
		-Being a Master of Ceremony (MC) for event that held by company
		-Assist marketing manager on various aspect of a media campaign
		-Preparing content and procedure of SMS Blast
		-Handling complains that come via website
		-Responsible for controlling Call Center team
Feb – Sept 2013	Secretary of Director at Mayapada Group	-Writing business letter and internal memo
		-Arranging schedule, appointment, documents, and business trip.
		-Checking legal document
		-Handling telephone calls for director
		-Filing important documents
		-Calculating director's business expenses

July – Dec 2012	Marketing & Promotion Executive at Post Graduate London School of Public Relation Jakarta	-Explaining about post graduate programme to candidate students.
		-Follow up and convince potential candidate students to make decision to choose LSPR programme
		-Media monitoring
		-Communicating with people outside the organization
		-representing the organization to customers at exhibition
		-Benchmarking and monitoring competitor activity
		- maintaining and updating students and student candidates databases.
		- supporting the marketing manager and other colleagues
July 2011 - June 2012	Private teacher for elementary and junior high school	-Visiting students' home and help students by preparing for exam and doing homework well.
Aug 2009 - June 2011	Rumbel Kedoya, as bimbel teacher	-Responsible for preparing and delivering teaching materials (math, english, science,social subject) to elementary and junior high school students from international/national plus school.
		-Responsible to help student to pass every exam with excellent score
		-Maintaining communication with parents.
July 2007 - July 2009	Yoyo British English Education, Tangerang as a bimbel teacher	
Dec 2007 - Dec 2008	Gepekris Pasar Baru, event and weekly programme coordinator	-Creating attractive events for youth commission. -maintaining weekly youth fellowship event.