



# SARAYA ADZANI



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Saraya Adzani



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## EDUCATION

- **Bachelor's Degree**

University of Indonesia / 2011-2015

International Relations, Faculty of Social and Political Sciences

GPA: 3.6/4.0

- Study interactions between international actors
- Analyze international or global issues

- **SUAKA—Indonesian Civil Society Network for Refugee Rights Protection / 2014**

Volunteer for Public Awareness Working Group

- **International Relations Department University of Indonesia / 2014**

Teaching Assistant—evaluate class activities and performance, administrative tasks

- **Jakarta Model United Nations / 2014**

Staff of Public Relations—online event marketing, live tweet

- **International Relations Student's Association, University of Indonesia / 2014**

Head Secretary—event monitoring, general affairs, assess organization's work performance, administrative tasks

- **International Relations Student's Association, University of Indonesia / 2013**

Staff of Public Relations—create offline publication materials, event promotion

## EXPERIENCES

- **Think Digital / August 2015—December 2015**

Social Media Specialist for Bank Negara Indonesia (BNI)

- Manage and monitor client's social media platforms
- Plan and create contents on client's social media platforms
- Respond to costumers' questions, comments, and complaints
- Create weekly reporting

## SKILLS

- |                          |                                 |
|--------------------------|---------------------------------|
| • Microsoft Office       | • Media Monitoring              |
| • Social Media Marketing | • Research and Analysis         |
| • Content Marketing      | • Photoshop                     |
| • Writing                | • Event Planning and Management |

