

ALDILA ARMITALIA, S. IP



aldilaarmitalia@gmail.com



+62 812 1538 9269



Aldila Armitalia



PROFILE

- * An experienced Marketer and Practitioner of Event Management with beginner skill in Design
- * Had been succeeded in maintaining good relationship with more than 10 clients within 3 years. Also, been successfully carried out 5 Project with total value more than IDR 25 Billion
- * Strong writing, analytical and research skill.
- * Looking for opportunity to work within PR Agency or Digital Media Industry. Keen in working as Public Relation or Media Planner.



EDUCATIONAL BACKGROUND

- * Faculty of Social & Political Science, Gadjah Mada University, Yogyakarta
- * Major: International Relation, 2007—2011 Focus Study: Foreign Policy & Global Security; East Asia & Europe
- * Mid-Thesis: Annihilation of Uighur Ethnic in Xinjiang by The Government of People's Republic of China.



ORGANIZATIONAL ACTIVITIES

- * Kampus Biru Party (student party), Gadjah Mada University, Student Representative Candidate
- * KOMAHI (Korps Mahasiswa Hubungan International), Gadjah Mada University, Internal Division
- * MPS (Student Consultative Assembly), SMA Pangudi Luhur II
- * OSIS (Student Organization), SMP Strada Nawar



SKILLS

Native Bahasa, Advance English

Microsoft Office (Word, Excel, Power Point, Outlook, Publisher)

Adobe InDesign



WORKING EXPERIENCE

PT WISDOM MICE - March'14 to Feb'15

Project Coordinator

- * Succeeded in supervise 8—20 people during project
- * Provide 85 % success rate in project implementation

Job Description

- Gathering data and ideas to create technical documents/proposal, presentation & report
- Coordinating, attending and taking minutes of meeting, receiving project documents and compiling a summary relating to the project
- Communicate with customer regarding project & their requirement
- During events: supervise all team member, handling client representative and VIP
- Responsible for administrative tasks regarding the project

Project

- Deklarasi Kampanye Damai Pemilu 2014
- Tour de Singkarak 2014
- Festival Danau Toba 2014

PT ENERGY MANAGEMENT INDONESIA (PERSERO) - Feb'12 to Feb'14

Customer Relation Officer (Marketing)

- * Managed to maintain good long-term relationship with 3 clients
- * Successfully coordinated 4-8 people in the implementation of the project

Job Description

- Maintain communication and relationship with existing customer
- Administer and assess existing project
- Leading the team in preparation for project pitching/ tender
- Together with project leader, plan upcoming project to meet customers need and assist project leader to deliver presentation
- Arrange meeting between customer and project team to clarify issues which concerns the satisfaction of the customers

Assistant of Corporate Secretary

- * Managed to improve procedures for managing email and corporate website
- * Fix administrative and documents arrangement in the division

Job Description

- Managing corporate email and corporate website
- Review contract and other corporate document
- Filing corporate documents and manage its usage
- Create event/gathering in order to deliver good image of the company for the public
- Arrange internal meeting and taking minutes