

CURRICULUM VITAE



MONICA NATALIA MEDELLU

Date of Birth : 15 May 1993
Place of Birth: Balikpapan
Gender : Female
Religion : Christian
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Home Address:
Karet Sawah II GG.Santai No.14 ,
Karet Semanggi
Jakarta Selatan
Phone No. : -

Permanent Address (per ID):
Balikpapan Baru L6 no.15
Balikpapan

Phone No.: (0542) 871315

Educational Background

2010 – 2014 : STIKOM The London School of Public Relations
Jakarta. Majoring in Public Relations
GPA Cumulative : 3,17 (Scale 4,00)
2007 – 2010 : High School
SMA St.Fransiskus 2 , Jakarta Timur
2004-2007 : Junior High School (SMP) St. Mikail , Balikpapan
1998-2007 : Elementery School (SD) Patra Dharma 1 Pertamina , Balikpapan
1997-1998 : KinderGarden School (TK) Tunas Harapan 1 Pertamina , Balikpapan

Non- Formal Educational Background

2008-2010 : Taking an English Course in LBPP Lia Kelapa Gading, Jakarta
2007 : Taking Drum Course in Purwacaraka Kelapa Gading, Jakarta
2008-2009 : Taking Drum Course in Farabi Kelapa Gading, Jakarta

Work Experience

1. Freelance Photographer

2. Sept 2013- Jan 2014 : Internship at Males Banget Dot Com (MBDC)

Positions : Social Media Officer

Responsibilities :

1. Daily Tweet on Twitter
2. Daily post content on Facebook
3. Make an article
4. Distribution Channel (Kompasiana, Kaskus, Viva, Terselubung, Pulsk, Lintas)
5. Report Advertorial
6. Monitoring online Advertorial

3. Jan 2013 – Maret 2014 : Freelance Social Media Officer at Kopi Keliling
Okt 2014 – Des 2014

Positions : Social Media Officer

Responsibilities :

1. Daily Tweet on Twitter
2. Daily post content on Facebook
3. Make an social media timeline
4. Make an social media strategy for social media
5. Monitoring social media

Organizational Experience

1. July 2012 : Harvest Festival - The Next Level

Positions : Usher

Responsibilities :

1. Greeting each person
2. Help in seating those who need the assistance

2. December 2012 : LSPRisme Print Media PR14-6C

Positions : Photographer

Responsibilities :

1. Preparation before photoshoot
2. Taking picture

3. April 2013 : Rise Up Indonesia Confrence

Positions : Photographer

Responsibilities :

1. Taking picture
2. Video

4. May 2013 : Nyanyian Tanah Merdeka

Positions : Usher

Responsibilities :

1. Greeting each guest
2. Help in seating those who need the assistance

5. October 2013 : Social Media Festival 2013

Positions : Community Staff

Responsibilities :

1. Helping community-community to prepare their booth
2. Monitoring the flow on the event

6. December 2013 : Djakarta Warehouse Project 2013

Positions : Media

Responsibilities :

1. Coverage throughout the event
2. Taking pictures
3. Make an article about the event

7. May 2014 : Celoteh Ciliwung

Positions : Liaison Organizer

Responsibilities :

1. Monitoring throughout event
2. Giving information about event

Training/ Seminar / Workshop

December 2012	: Tax Seminar “ Youth Contribution for Better Taxation”
April 2013	: Seminar Marketing Communication
June 2013	: Talkshow for Indonesian Future Entrepreneurs “Passion (I'M) Possible
June 2013	: Talkshow & Grand Final of Stand Up comedy “ Comedy Over Corruption” Organized by Career Centre – LSPR
June 2013	: Theatrical Talkshow Contagious – Controlling Cigarette Impact on Youth Through Education and Arts

Skills

Computer skills	: Microsoft Office. Excel, Power Point , Adobe Photoshop , Internet (Twitter, Facebook, Instagram, Blog, Website, Path, Youtube, Kaskus, Google Analytics) Media Monitoring,
Languages spoken	: Indonesia, English
Other skills	: Public Speaking, Photography

Other Achievements

- International Certificate of City&Guilds in Principles of Customer Service
- International Certificate of City&Guilds in English for Business Communication (EBC)-Level 1

Jakarta,

Monica Natalia