

# Joelia Fitri Adhistiscia Chaderi

: Jl. Rimba Mulya I No 7, Pasir Mulya, Bogor, West-Java 16618

Phone : 082126000193

Email : jf.adhistiscia@yahoo.com

Birth : Bogor, 01 June 1993

### **Education**

2010 - 2014

Address

#### **Bachelor of Political Science**

Department of International Relations, Faculty of Social and Political Science, Parahyangan Catholic University, Bandung. (GPA: 3,53 out of 4,00)

#### **Working Experiences**

March 2013 - March 2014

### Project Assistant at Warung Imajinasi

A non-profit organization based on establishing free library for children in rural area. Job description:

- Supporting the team to create and organize the details of the program and also managing the volunteers.
- Writing a review, live reporting and publishing the program on the website, Twitter and Facebook.

June 2013 – August 2013

## **Internship at PT Repex Perdana International**

A logistics company which has an executive license for Federal Express Corporation Job Description:

- Performing variety administrative tasks and assisting the recruitment team to conduct the TOIEC Test for the employee candidates.
- Assisting the team to handle the employee archives (i.e employment contract).

March 2014 - May 2014

## Social Media Reporter at Forest Asia Summit 2014

A regional summit organized by CIFOR which aim to share knowledge to managing forests and landscapes.

Job Description:

- Writing article about the related issues and doing a campaign on green economy.
- Publishing and live reporting the event in social media (i.e twitter and storify).

April 2014 – June 2014

## Internship at PT Komunikasi Kerja

Known as Kiroyan Partners, a strategic communication consulting firm. Job Description:

- Responsible to do daily media monitoring and media clipping.
- Assisting consultant to research articles or news related to their clients and providing the data for their upcoming project or report.
- Attending meetings and making MoM (Minutes of Meetings).

#### **Skills and Abilities**

- Native in Bahasa, proficient in English both writing and speaking, basic knowledge in French with DELF A2 Certificate
- Demonstrable skills in writing and do research, advanced in Ms. Office tools and several applications, adaptable, communicative and able to work under pressure.
- Good understanding in government policies, public affairs, corporate communication and international politics.