

Veronica Widya Tri Rahayu

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EDUCATION

2012 – 2016

Bachelor Degree of Art
Faculty of Language and Literature (FLL) : English Language
Education
Satya Wacana Christian University – Salatiga, Central Java

GPA: 3.72 out of 4.00

PROFESSIONAL EXPERIENCE

February 2016 – April 2016

Event Coordinator for Super Pop Star Salatiga 2016

Annual event held by Salatiga government (public relations) collaborate with PANDAWA to find the best singer in Salatiga.

Responsibility: Meet with client and plan the event according to what client want. Arrange and coordinate with vendors & sponsors which will support the event. Monitor all staffs to do their job & advertise the event. Handling all the bills & managing budget.

August 2015 – January 2016

Chairperson of LoVED (Loading Via English Days) & Talent Night 2016

Annual event held by students' body of FLL – English competition between every batch in the faculty.

Responsibility: conducted weekly meeting, monitored all divisions to do their job according to time table, finding sponsors to support the event, calculated estimated cost, insured the event went smoothly, maintained liaison with caterers, photographers, and other professionals.

August 2015 – October 2015

Event Planner for Pemilihan Duta Wisata Kota Salatiga 2015

Annual competition held by Salatiga government (tourism) collaborate with PANDAWA to find the next Salatiga tourism ambassador

Responsibility: planed, designed, and produced event while managing all project delivery elements within time limits, organized facilities and managed all event's details, such as decor, entertainment, transportation, promotional material, special guests, judges, handled & negotiated the bills with performers.

February 2015 – April 2015

Event Planner for Super Pop Star Salatiga 2015

Annual event held by Salatiga government (public relations) collaborate with PANDAWA to find the best singer in Salatiga.

Responsibility: planed, designed, and produced event within time limits, managed all event's details such as judges, entertainment, transportation, special guests, handled and negotiated the bills with performers, insured the event went smoothly.

October 2014 – January 2015

Steering Committee of LoVED (Loading Via English Days) & Talent Night 2015

Annual event held by students' body of FLL – English competition between every batch in the faculty.

Responsibility: monitoring all divisions do their job according to time table, giving suggestion to chairperson & divisions if they had problems, insured the event went smoothly.

October 2013 – January 2014

Event Coordinator for LoVED (Loading Via English Days) & Talent Night 2014

Annual event held by students' body of FLL – English competition between every batch in the faculty.

Responsibility: arranged and coordinated with vendors & sponsors which will support the event. Monitor all staffs to do their job & advertised the event. Handling all the bills & managing budget, creating time table & negotiating with performers, insured the event

went smoothly.

October 2012 – January 2013

Event Planner for LoVED (Loading Via English Days) & Talent Night 2013

Annual event held by students' body of FLL – English competition between every batch in the faculty.

Responsibility: planned, designed, and produced event within time limits, managed all event's details such as judges, entertainment, transportation, special guests.

KEY ACCOMPLISHMENTS

- Established and maintained long standing relationship with a variety of vendors such as hotels, makeup artists, caterers, designers, photographers, cafés, shops, video motions, and banks in Salatiga.
- Planned events for Salatiga city government: public relations, tourism.

SKILLS

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| Languages | ▪ Indonesia | ★★★★★★★★★★ |
| | ▪ English | ★★★★★★★★★★ |
| Communication | ▪ Public speaking | ★★★★★★★★★★ |
| | ▪ Convincing | ★★★★★★★★★★ |
| | ▪ Negotiating | ★★★★★★★★★★ |
| | ▪ Presenting | ★★★★★★★★★★ |
| Managerial | ▪ Leadership | ★★★★★★★★★★ |
| | ▪ Time management | ★★★★★★★★★★ |
| | ▪ Strategic planning | ★★★★★★★★★★ |
| Computer | ▪ Microsoft Office™ tools (Ms. Word, Excel, Power Point) | ★★★★★★★★★★ |
| | ▪ Social media (Twitter, Instagram, etc) | ★★★★★★★★★★ |
| Others | ▪ Detailed record-keeping | |
| | ▪ Excellent multi-tasker | |
| | ▪ Operate well under pressure | |

ADDITIONAL INFORMATION

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| Awards | ▪ Thesis Dissemination in Theories of Teaching English to Young Learner (TEYL) Class, May, 2016 | |
| | ▪ Second runner up of Salatiga Tourism Ambassador 2014 | |
| | ▪ Most Favourite Salatiga Tourism Ambassador 2014 | |
| Membership | ▪ Paguyuban Duta Wisata Kota Salatiga (PANDAWA) (2014 – present) | |
| References | ▪ Anita Kurniawati H., M.Hum | |
| | Thesis Supervisor | anne.kurniawati@gmail.com |
| | ▪ Prasetyo S.M. Lisaputra A.Md. | |
| | Chairperson of PANDAWA | prastlisaputra@gmail.com |