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Project coordination and cross-sector collaboration professional with 7+ years of experience supporting government, SOEs, and private-sector initiatives—ranging from infrastructure and investment to education and cultural diplomacy. Progressively entrusted with more strategic responsibilities, including organizing high-level bilateral engagements, contributing to policy and contract preparation, and facilitating communication between Indonesian and Chinese stakeholders.

PROFESSIONAL EXPERIENCES**COORDINATING MINISTRY OF MARITIME AFFAIRS AND INVESTMENT (CMMAI)****Jakarta, Indonesia****Expert Staff, Indonesia High-Level Dialogue and Cooperation Mechanism****2021 – 2023**

- Monitored, analyzed, and provided strategic recommendations for Education and Cultural Affairs projects between Indonesia and China, including using data-driven insights to identify bottlenecks and support policy implementation issues.
- Provided substantive and operational coordination support to the Coordinating Minister's team for high-level engagements, including the 2023 Indonesian Presidential visit to China and the Chinese Government delegation visit to the North Sumatra Food Estate project.
- Facilitate substantive preparation and cross-government coordination for the Indonesia–China Bilateral Presidential Meeting and Bilateral Spouse Program during Indonesia's G20 Presidency in Bali (2022).

CHINA GEZHOUBA GROUP COMPANY (CGGC)**Jakarta and Bandung****Project Management Coordinator****2020-2021**

- Facilitated early pre-project preparations for the Upper Cisokan Pumped Storage Hydropower Plant.
- Coordinating multi-stakeholder meetings between China Gezhouba Group Corporation (CGGC), Indonesian government ministries, and subcontractors to align technical requirements, financing plans, and project timelines.

CHINA ROAD AND BRIDGE CORPORATION**Jakarta, Indonesia****Project and Operation Coordinator, Investment and Legal Department Manager****2017-2020**

- Coordinated feasibility assessment and early-stage planning for the Bitung Special Economic Zone (North Sulawesi), including MoU drafting, stakeholder discussions, and project scoping.
- Managed investment and legal coordination for 3 major strategic national projects, including Semarang–Demak Toll Road, Cisumdawu Section, and Solo–Kertosono Toll Road (Trans-Java Network).
- Collaborated with central and local government agencies, SOEs, and engineering teams to align proposals with national infrastructure goals.

Project Management Staff and Interpreter**2016-2017**

- Provided trilingual support in technical meetings, site visits, and contract discussions and drafting.
- Assisted cross-functional teams in the preparation of early-phase infrastructure projects through documentation and meeting facilitation.

EDUCATION**BEIJING NORMAL UNIVERSITY BUSINESS SCHOOL****Beijing, China****MSc in Business Management, GPA 3.71/4.00**

- Awardee of Asean-China Young Leader Scholarship by Chinese Government Scholarship Council.
- Activities and Organization: Teaching Assistant for undergraduate and graduate-level courses, Student Assistant for Intl' Cooperation and Exchange Office, Volunteer in EQUIS Accreditation 2025, BNU Indonesian Group.
- Relevant Coursework: Digital Marketing, Consumer Behavior, Consumer Analytics, Strategic Management, Operation Analytics.

FUJIAN NORMAL UNIVERSITY**Fujian, China****Bachelor of Art, GPA 3.9/4.00**

- Awardee of Confucius Institute Scholarship
- Activities: Participant of Chinese Bridge Language and Culture Competition

SKILLS AND PROJECTS

- Skills: Python, SQL, Canva, Adobe Photoshop, Google Analytics, Ms. Office.
- Business Analysis Projects:
 - Retail Sales Analysis: Using SQL to analyze retail transactional data to identify sales trends, top-spending customers, and purchasing patterns across products and time periods using to support data-driven business decisions.
 - Hotel Revenue Analysis: Analyzed hotel performance from 2013–2016 using Excel by integrating revenue, RevPAR, ADR, and occupancy to evaluate revenue drivers and competitive positioning against benchmark hotels.
- Language: English (IELTS: 7.5), Chinese (HSK 6: 254 and HSKK Advanced: 74), Bahasa Indonesia (Native).

郑丽芬

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拥有7年项目协调与跨部门合作经验，曾协助政府、国有企业及私营部门在基础设施、投资、教育与文化交流等领域的合作项目。工作中逐步承担更多战略性职责，包括组织高层双边交流、协助政策与合同起草，并促进印尼与中国各方之间的沟通协作。

工作经历

印度尼西亚海洋与投资统筹部

印度尼西亚, 雅加达

印尼-中国高级别对话合作机制, 项目专员

2021 – 2023

- 监测、分析并为印尼与中国间的教育文化事务合作项目提供战略建议，包括运用数据驱动分析识别瓶颈问题，支持解决政策实施中的困难。
- 为统筹部长团队高级会议提供实质性与操作性协调支持，包括印度尼西亚总统访华及中国政府代表团访问北苏门答腊粮食庄园项目（2023年）。
- 在2022年二十国集团巴厘岛峰会期间，牵头筹备双边领导会晤和双边领导配偶活动并协调跨部门政府协作。

中国葛洲坝印尼代表处

雅加达和万隆

项目经理助理

2020-2021

- 推动上西索坎抽水蓄能水电站项目前期筹备工作

- 协调中国葛洲坝集团（CGGC）、印尼政府部门与分包商之间的多方会议，统筹技术标准、融资方案与项目进度。

中国路桥印尼代表处

印度尼西亚, 雅加达

投资部与法务部经理助理

2017-2020

- 统筹比通经济特区（北苏拉威西）的可行性评估与前期规划工作，包括备忘录起草、利益相关方协商及项目范围界定。
- 负责三项国家战略项目的投资与法律事务协调工作，包括印尼三宝垄-德马克海堤公路项目、万隆高速公路第三期项目 Ci sumdawu 路段及梭罗-一克托索诺高速公路（跨爪哇岛收费高速公路网项目）
- 与印尼中央及地方政府部门、国有企业及工程团队合作，推动项目方案与国家基础设施发展目标保持一致

项目管理员工兼翻译

2016-2017

- 在技术会议、现场考察及合同讨论与起草过程中承担中英印尼语翻译与沟通支持工作

- 支持跨部门团队开展基础设施项目的前期准备工作

教育背景

北京师范大学 | 经济与管理学院

中国北京

工商管理硕士, 平均成绩: 3.71/4.00

- 中国—东盟菁英奖学金学生

- 活动与组织经历: 担任本科生与研究生课程助教; 国际合作与交流处学生助理; 2025年EQUIS国际认证志愿者; 北京师范大学印尼学生团体成员

福建师范大学 | 海外教育学院

中国福建

汉语言本科, 平均成绩: 3.9/4.00

- 孔子学院奖学金学生

- 校园经历: 参与汉语桥比赛

技能和项目经历

- 技能: SQL, Python, Canva, Adobe Photoshop, Google Analytics, Ms. Office.

- 商业数据分析项目:

- 零售销售分析 使用SQL分析零售交易数据，识别销售趋势、高消费客户以及跨产品与时间维度的购买模式，为数据驱动的商业决策提供支持。
- 酒店收入分析: 使用Excel整合2013至2016年酒店营收、每间可售房收入（RevPAR）、平均房价（ADR）及入住率数据，通过多维业绩分析明确核心收入驱动因素，并评估对标酒店间的竞争定位。

- 语言: 英文(雅思: 7.5), 中文(HSK 6: 254 and HSKK 高级: 74), 印尼语(母语)。