

# ISABELLA MUNIRA

## ADMINISTRATIVE ASSISTANT

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### PROFILE SUMMARY

Experienced Administrative Professional with a strong passion for delivering top-notch support. From orchestrating international events to collaborating seamlessly within teams, I've excelled as both an individual contributor and a team player. Proficient in Microsoft Office Tools, Microsoft 365, Google Workspaces, and Notion, I bring a comprehensive technical skill set complemented by event management, editing, and communication prowess.

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### PROFESSIONAL SKILL

Administrative Support, Event Management, Editing, Team Collaboration, Copywriting, Content Writing, and Effective Communication.

### TECHNICAL SKILL

Microsoft Office Tools, Microsoft 365, Google Workspaces, Notion, and Canva.

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### WORK EXPERIENCE

#### Administrative Assistant

##### Freelance (Present)

- Provided strong administrative support, including managing office tasks and documents.
- Assisted in communication between different teams and departments.
- Utilized strong organizational skills to maintain high levels of efficiency.

#### Administrative Staff, Event Management, and Editor

##### Tempo Media, Jakarta (2021-2022)

- Provided strong administrative support, including managing office tasks and documents.
- Prepared and executed online and offline event also evaluated the projects.
- Researched, verified, and edited data or documents provided by clients and then presented the final report.

#### Secretary

##### PT. Integritas Perkasa Konstruksi (2019)

- Provide assistance for CEO and Directors.
- Organized and scheduled appointments and meetings.
- Managed data and documents, as well as prepared reports and presentations based on the information provided.

#### Foreign Affair Staff

##### Badan Ekonomi Kreatif/ Creative Agency of Indonesia (2018-2019)

- Obtained government permits for projects and drafted important documents.
- Organized meetings, events, conference, and traveled for business trips.
- Managed four projects per month

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#### Education : Universitas Indonesia / Bachelor of Humanity

#### Projects : Tempo Media Awards 2022

SATU Indonesia Awards 2021 and 2022

The London Book Fair 2019

The World Conference on Creative Economy 2018