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**Summary of Qualifications**

* Publications, media affairs, and public relations experience.
* **Leadership skills; organizing workflows and people**
* Diplomacy, communications, negotiation, and intrapersonal skills.
* **Familiar with all MS Office Applications and Software.**
* Web Design
* **Self motivated; quick learner, ability to assume responsibility, and work well under pressure.**
* Administrative and Secretary experience.

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| Personal Details |  |
| **Name** | **AMANDA DESTIANI** |
| **Gender** | Female |
| **Marital Status** | Single |
| **Place & Date of Birth** | Bandung, December 9th 1991 |
| **Age**  | 23 |
| **Nationality**  | Indonesia |
| **Religion** | Islam |
| **Languages** | Indonesian (mother tongue), English (Fluent) |
|  **Home Address** |  Jalan Bina Bakti No 16 Buciper Cimahi, West Java. IndonesiaHome: +62 22 6650590 ,Mobile :+62 8812626625 |
| **E-Mail****Skype****Website** | destiani.amanda@gmail.comamanda.destianihttp://mendymanda.wix.com/mendysTrainee atIndonesiaInvestmentCoordinatingBoard, PublicRelations *(Researching, writing and distributing press release to*  *targeted media.Collacting and analysing media coverage.*  *Organising events.)*Trainee at Indonesia Investment Coordinating Board, Promotion Development *(Cooperating with event organisers, embassies and companies*  *that want to join the exhibitions to establish event.)*Ambassador of West Java. Jakarta Fair 2013*(Promote culture, traditional foods, arts, music of West Java at Jakarta Fair Event.)*Secretary to Director, CV Masket*(Maintaining diaries, typing and word processing, filling, organising meeting, arranging appointment,preparing reports,answering telephone calls,managing budgets,and financial reporting)*International Business Development Executive, KW Group Malaysia.(*Make a business call, arranging business appointment with companies, selling company’s products, Market Research).* |
| **Work Experience****January 2013****February 2013****July 2013****August 2013- December 2014****January 2015– April 2015** |
| **Formal Education** |  |
| **Bachelor Degree**(2009 – 2013)**Senior High School**(2006 – 2009)**Junior High School**(2003 – 2006) | Padjadjaran University, West JavaBachelor of International Relations Science3 Senior High School, Cimahi, West JavaScience6 Junior High School, West Java |
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| Organization Experience |  |
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| **Staff**(2009)**Staff of Security Council Division**(2010)**Staff of Logistic Division**(2010)**Coordinator of Public Relations Division**(2011)**Coordinator of “Think Global Act Locally”**(2012)**Vice Coordinator of Publication and Media Affairs**(2012) | HIMA HI UNPADReformist International RelationsSymphonesiaEnlightmentEnvironment in International RelationsSymphonesia |
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| **Achievement**Head Delegate of Malaysia on Reconstructive Simulation Open Thematic Debate of The United Nations Security Council Under The Presidency Of Indonesia | Asia Africa Conference Building. 2012 |
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| Courses/Training |  |
| 2004 | * English Course. LBPP LIA, Bandung.
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| 2004 | * Keyboard Course. Maestro, Bandung
 |
| 20102011-20122012September 2012 | * German Course, SastraUNPAD
* English Course. EF, Bandung
* Table Manner Course, Hotel Savoy Homan Bandung
* English Course, English Max, Bandung
 |
| IT Skills |  |
| Operating System | Windows and Macintosh |
| Professional SoftwareReferences | * Office: Microsoft Office (Word, Excel, Power Point,Note and Publisher).
* Social Media
* Web Design

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|  | I certify that all the information contained in this Curriculum Vitae is true and accurate. |