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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. Indonesia Home: +62 22 6650590 ,  Mobile :+62 8812626625 | |
| **E-Mail**  **Skype**  **Website** | | [destiani.amanda@gmail.com](mailto:destiani.amanda@gmail.com)  amanda.destiani  http://mendymanda.wix.com/mendys  Trainee 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 Java  Bachelor of International Relations Science  3 Senior High School, Cimahi, West Java  Science  6 Junior High School, West Java | |
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| Organization Experience | |  | |
|  | |  | |
| **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 UNPAD  Reformist International Relations  Symphonesia  Enlightment  Environment in International Relations  Symphonesia | |
|  | |  | |
| **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. | |
| 2004 | | * Keyboard Course. Maestro, Bandung | |
| 2010  2011-2012  2012  September 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 Software  References | | * Office: Microsoft Office (Word, Excel, Power Point,Note and Publisher). * Social Media * Web Design   Hadiyat Afandi (+62811230853 / [hadiyatafandi@gmail.com](mailto:hadiyatafandi@gmail.com))  Asep Djuhaerun (+62811224566/ [asepdieje@gmail.com](mailto:asepdieje@gmail.com)) | |
|  | I certify that all the information contained in this Curriculum Vitae is true and accurate. | | |