CURRICULUM VITAE

AMELIA CALISTA SUTANTO

:Citra 1 Blok I4 No 10,

Kalideres,

Jakarta Barat ,11840

:+62817 002 0690

: calistamelia90@gmail.com

PERSONAL INFORMATION

Date of birth : 02 June 1990

Gender : Female

Marital Status : Single

EXPERIENCES

PT. Road Builder Indomas (March, 2012 – November, 2014)

Position :Vice President Secretary/ Assistant

Job Task :

 Prepare and manage reports, emails and documents including companies legal

documents

 Organize and coordinate business travel

 Mediates and communicate with both overseas and local supplier

 Operate office equipment

 Manage office supplies

 Communicate verbally and answer inquires and provide information

EDUCATIONS

**Singapore Institute of Management (January 2010 – November 2011)**

Major : Entrepreneurship

Minor :Marketing

Graduation : August 2012

Award : Bachelor in Business (Management)

**Singapore Institute of Management(September2008 – December 2009)**

Faculty : Business Management

Graduated : 2009

Award : Diploma in Business Management

**Santa Laurensia Senior High School (2005 – 2008)**

Major : Social Studies

Award : 3 years of Senior High School

OTHER SKILLS

**Technical**

Conversant and competent in the use of modern office technology such as Microsoft Word, Excel and Power Point

**Languages Profiency**

Spoken : Bahasa Indonesia and English

Written : Bahasa Indonesia and English

PERSONAL STRENGTH (PROFILE)

* Eager to learn new things
* Passionate and Innovative
* Highly motivated and goal oriented
* Team player
* Able to work under deadline and tight schedule
* Hardworking and determined

 INTERESTS

* Fashion and Makeup
* Social networking and socializing
* Shopping
* Watching Youtube
* Hospitality
* Listening to music
* Indoor activities/ sports