

## RESUME SUMMARY

Latest Position	Secretary
Years(s) of Work Experience	4 years
Latest Job Function	Admin & HR
Latest Industry Sector	Entertainment / Recreation
Latest Career Level	Middle
Highest Education Attained	Diploma
Authorized to work in Indonesia	Yes
Latest Salary	Rp0
Expected salary	Rp3,500,000, Negotiable
Availability	Notice - 1 Month



## PERSONAL PARTICULARS

Gender	Female
Age	27
Date of Birth	17-Mar-88
Nationality	Indonesia
Marital Status	Married
Living Location	Surabaya
Postal Code	60119
Residential Status	Live with Parents
Number Of Children	0
Race	Javanese
Religion	Moslem
Has Driving License	No
Owned Vehicle	Motorbike
Owned Credit Card	None

## EXECUTIVE SUMMARY

Graduate from Widya Mandala Surabaya Secretarial Academy on 2008. I am a workaholic people, productive team player, fluent in English both written and oral.

Now, I am working at Xtrack Event Organizer since September 2013. Here, I learn more about organizing, how to deal with vendor, and how I work with details. Not only working for the client's and project manager's needs, but also I am doing the office arrangement. I do care for office's equipments and properties. The additional skill on this job is I have to deal with the Adobe Photoshop for designing the event's stationary.

I worked at Vincent Maestro, Sound System, Lighting, Generator Set, and Multimedia Rental Company, as a Secretary from September 2008 to January 2013. My main job is Correspondence, Filing, Meetings, and lots of secretarial jobs. In the other hand, sometimes I help the Human Resources Department for doing the personnel recruitment from selection, interviewing the candidate, and discussing it with the Vice Director for the final result. The director once asked me to handle an event from creating the proposal, helping the director in dealing progress, coordinating the vendor until the event finished.

Please consider my qualifications. I am sure that my qualifications could make significant contributions to your company.

## EDUCATION

**2005 - 2008**  
Akademi Sekretari Widya Mandala Surabaya, A.Md. (major: Secretary)  
Grade / GPA: 3.63

## WORK EXPERIENCE

**Xtrack Event Organizer**  
**Administration Staff**

Sep / 2013 - Present  
Rp 2250000

- Composing proposal, contract, payment receipt for every client
- Arranging petty cash for every month
- Checking the availability every vendor for an event
- Posting the tentative and booking date of vendor to support an event and write it down on a booking-and-dealing-book
- Making a good relationship with every vendor
- Doing the office arrangement, such as phone, internet, printer, etc)
- Collecting vendor's price list
- Collecting photo and video files to vendor for every client's event
- Arranging the technical meeting with every vendor and briefing for office's crew
- Designing event's stationary such as: table tag, name tag, and another signage
- Checking office's goods before and after event

**Vincent Maestro**  
**Secretary to Vice Director**

Sep / 2008 - Dec / 2012  
Rp 2500000

1. Correspondences and Communications
  - Composed letters and proposals (and supervises the proposal composed by marketing staffs), then assisting on Internal Follow Up of the sent proposal.
  - Handles and reads incoming mail, composes and types correspondence.
  - Updates the business partners with new Price List / Regulations.
  - Updates the business partners' and employees' contacts information.
  - Obtains information and communicates/announces that information to the employees to assure that all needed information is understood by all personnel / give all notices required to be given to necessary parties.
2. Filing
  - Keeps private and confidential matters.
  - Files and maintains all associated records. Be custodian of the seal of the company and of all books, brochures, papers, records, correspondence, contracts and other documents belonging to the company (a valuable resources that can be drawn upon in later years) which the secretary shall deliver up only for the authorized person.
3. Meetings and Scheduling
  - Records all meeting invitations and notifying all necessary parties.
  - Sets up meetings as instructed or as required.
  - Maintains the Chiefs' calendar and notifies the Chiefs of changes.
4. Calls

- Receive calls requiring the Chiefs' attention and handling all others.
- Keep the mobile phone always on and ready to answer calls.

5. Rental

- Input data on the rental memo.
- Preparing meeting (if the client ask for it).
- Propose the schedule of the event for every week.
- Print order letter.
- Giving an instruction for the head of every department about the event.
- Asking a permit letter from the client.
- Print the invoices as a contract and also use for the paid events.

6. Other minor duties

- Performs such other duties as may from time to time be determined by the Chiefs.

#### ORGANIZATION AND COMMUNITY

Pecinta Anak Yatim Suroboyo (PAY Suroboyo)

Task descriptions:

1. Compose proposal for several events, minutes on meeting, and take notes for the evaluation.
2. Creating the concept of some events, rundown, and cue card.
3. Handling the events from preparing, clear area, the show, and evaluation.
4. Being a Show Director, PIC, or MC for some events.
5. Coordinating every task for an event with the team.

#### SKILLS (OPTIONAL)

Microsoft Office, Windows Movie Maker, Adobe Photoshop

#### LANGUAGES (OPTIONAL)

**Spoken:** English

**Written:** English