## C:\Users\utente\Desktop\IMG_20180731_110840.jpgCurriculum Vitae

PERSONAL INFORMATION **NINDYA KURNIAWATI**

 🏠 Via Piemonte 10

 ✆ 3515550750

 🖂 nindya2012@gmail.com

 Birth 28 September 1989 | Nationality Indonesia

WORK EXPERIENCE

October 2018 – March 2019 Cluster Public Relations Manager

 Atria Hotel & Atria Residences Gading Serpong

- Managing Public Relations activities for both hotel and residences

- Supervised Graphic Design for monthly promotion design

- Maintain relations with media

- Maintain social media and website content

- Digital marketing activities

- Create Monthly reports

- Budgeting for advertisement and events

April 2017 – October 2018 Public Relations Manager (Pre-Opening)

 Aston Imperial Bekasi Hotel & Conference Center

- Managing Public Relations activities

- Supervised Graphic Design for monthly promotion design

- Maintain relations with media

- Maintain social media and website content

- Digital marketing activities

- Create Monthly reports

- Budgeting for advertisement and events

- Responsible for creating monthly event at Sky Lounge

April 2016 – October 2016 Assistant Public Relations Manager

 Kristal Hotel Jakarta

- Managing Public Relations activities

- Supervised Graphic Design for monthly promotion design

- Maintain relations with media

- Maintain social media and website content

- Digital marketing activities

- Create Monthly reports

- Budgeting for advertisement and events

- Responsible as PR Manager for the bar and create event based on the season

July 2015 – January 2016 Public Relations Officer (Pre-Opening)

 Aston Imperial Bekasi Hotel & Conference Center

- Managing Public Relations activities especially branding

- Supervised Graphic Design for monthly promotion design

- Maintain relations with media

- Maintain social media

- Create Monthly reports

- Budgeting for advertisement and events

August 2014 – July 2015 Guest Relations Supervisor (Pre-Opening)

THE 1O1 Hotel Bogor Suryakancana

- Handling VIP guest

- Handling guest complain

- Daily Report for guest comment

- Express check in and check out for VIP guest

- In charge with Public Relations for weekly kids acitivity

February 2012 – July 2014 Translator (English – Indonesia)

STAR SOFTWARE Indonesia

Translating documents from English to Indonesia and vice versa with specific dateline

EDUCATION AND TRAINING

2007 – 2013 Bachelor of Communication in Public Relations and Journalism

 Atma Jaya University Yogyakarta, Indonesia

- Public Speaking

- Psychology in Communication

- Brand Awareness and Launching

- Press Release

- Media Creating

2018 Hospitality Training by Archipelago International

 Aston Imperial Bekasi, Indonesia

- Service Excellence

- Hygiene and Grooming

- Handling Complain

- Greeting Standard

- Basic Safety and Emergency Responses

- Email Etiquette

- Telephone Courtesy