AMANDA SERUNI VINAYA

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PROFESSIONAL EXPERIENCE

Present

Apr 19

Jun 17

Apr 19 - PT Mobile Premier League Indonesia

Public Relation (PR) Associate (Apr 19 - Feb 22) PR Senior Associate (Feb - present)

- Develop the strategic Public Relations key strategy to maintain the awareness and publicity during Piala Presiden e-Sport (PPe) 2020 & 2022 (largest national e-Sport event supported by Indonesia Government) resulting in more than 200 media impression in 3 days during PPe 2022.
- Develop and review PR collaterals not limited to **press releases, story pitches, presentations, and media event briefing documents** to support MPL 360 Brand Campaign in the media resulting the improvement on the brand awareness of MPL in the eye of media.
- Develop engagement strategy with the government and e-Sport key stakeholder to support the company's business objective by building and nurturing the relationship.
- Building the awareness of MPL Indonesia in the media, from the marketing and corporate point of view since MPL launched on April 2019.
- End to end process in term of selecting, negotiatin, briefing and launching **Baim Wong** as Brand Ambassador of MPL Indonesia.
- Managing & executing all PR events (internal & external).
- Monitoring, analyzing, and reporting on organic media coverage on a regular basis.

Jun 17 – PT Deloitte Konsultan Indonesia

Secretary (Jun 17 - Mar 18) Associate (Mar 18 - Apr 19)

- Collecting financial data and preparing weekly and monthly reports in relation to net service revenue (NSR).
- Organizing, Planning and Executing Deloitte Risk Advisory (RA) internal event; **Awesome Residential** (Deloitte RA annual education workshop event) and **RIC** (Inter-university competition with the intention to develop the next generation of critical thinkers, innovative and risk-inclined individuals).
- Collaborating with the internal stakeholder to provide information related to financial procedure and administration.
- Expense & Reimbursement verification to make sure allign with the company regulation.

Jun 16 – PT AECOM Indonesia

Project Assitant

- Assisting on preparation of documents for internal process and approval.
- Schedule and organize activities such as meetings, travel, conferences and department activities for all members of the department.
- Provide general clerical support to the team and support any ad-hoc assignments assigned by the team leader.

EDUCATION

2017 - 2019 Bina Nusantara Online University

• Bachelor of Management, Majored in Business Management (GPA: 3.34/4.0)

2013 - 2017 Tarakanita School of Communication and Secretary

• Diploma, Majored in Secretarial Studies (GPA: 3.30/4.0)