



MAURIZKA DIVA SHANIA

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PROFILE

Highly-motivated person with more than two years of experience in the professional marketing field. Gained expertise in various client-facing as well as managed long-term relationships with clients.

CERTIFICATIONS

- TOEFL ITP: 560
- Sertifikasi TI Universitas Brawijaya: 87.00%

SKILLS

- Public Speaking (Bahasa (Native), English (Active) (Excellent)
- Leadership (excellent)
- Communication (excellent)
- Project Managing (Excellent)
- Microsoft Skills (Excellent)

EDUCATION LEVEL

UNIVERSITAS BRAWIJAYA

Aug 2016 - Feb 2022

Bachelor Degree in Biology (Mathematics and Natural Science), with GPA 2.84/4.00

WORK EXPERIENCE

PT LAMUDI CLASSIFIEDS INDONESIA

Client Relationship Officer

Oct 2021 - Present

- Liaised with cold prospects by phone to identify their needs and define the preferences
- Maintained and built long-term relationships with costumers
- Met sales targets and performance metrics
- Built relationship with third party to look after the Bank Mortgage part until house hand-over

ORGANISATIONAL EXPERIENCE

HIMPUNAN MAHASISWA BIOLOGI UB

Division Director

2017

- Managed staff members and actively reviewing individual productivity
- Built relationships with third parties to do project-collaborations
- Facilitated all non-academic athletes in department (sports&arts)

NATIONAL OLYMPIC (BIOSFER)

Event Coordinator

2017

- Arranged event from conception to completion
- Managed the predetermined budget
- Participated as hostess/emcees
- Conducted a pre/post-evaluation to avoid major mistakes

NATIONAL OLYMPIC (BIOSFER)

Public Relation

2016

- Provided updated information through social medias
- Communicated with third parties; contract negotiations, guest lists, venue preparations, and advertising
- Maintained long-term relationships for future networks needs.