

DEWI MULYASARI

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EXPERIENCE

EDUCATION



2013 – Present
BINUS University - Jakarta
International Relations
Streaming Focus: Media, International
Organization, and Global Governance

2004 – 2007
SMA Kornita IPB - Bogor
Social Science

ORGANIZATIONS



2014
BINUS International Relations Debate Society (BIRDS)
Member

2014
Paramadina University Model United Nations (MUN)
Member

2015
Himpunan Mahasiswa Hubungan Internasional BINUS (HIMHI)
Activist

PERSONAL INTERESTS



Travel
Blogging
Fashion & Beauty
Politics

October – December 2014

PT Kara Top Teknologi - Jakarta
Business Development Officer

Prospect for new clients by networking, cold calling, advertising or other means of generating interest from potential clients. Develop a rapport with new clients, and set targets for sales and provide support that will continually improve the relationship. Manage the activities of others responsible for developing business for the company. Develop the pipeline of new business coming in to the company with excellent strategic planning and knowledge of the market, the solutions/services the company can provide, and of the company's competitors.

October 2012 – April 2013

Grand Mercure Jakarta Harmoni Hotel - Jakarta
Lounge Attendant

Task with responding to the requests of all guests in the assigned area. Provide all guests with the best possible service. Ensuring the lounge is properly maintained at all times. Stock all the self-service areas, clean up after guests, assist with food service preparation, set the area up for service and more. Keep the club lounge running smoothly and does his best to make sure all guests leave satisfied.

October 2010 – March 2011

Super Star Libra, Star Cruises - Overseas
Casino Dealer (General Staff Apprentice)

Responsible for dealing at casino table games as required, maintain game security and provide service to players. Perform duties with relevant skill, accuracy, productivity and attention to detail as required by the Club Management. Maintain efficiency of games by dealing within game pace specified by the Management and in consideration of player's satisfaction. Maintain security of the game by ensuring players adhere to game rules, maintain vigilance to note cheats and comply with security measures. Assist in other duties as assigned by Club Management. To project good company image and uphold company's policy and not to divulge official matters that are confidential

July 2007 – November 2009

Department of Biochemistry IPB - Bogor
Academic Administration Staff

Responsible for administrative tasks such as appointment setting, faxing, copying, and transferring databases. Collect, record and maintain study plan cards and academic transcripts. Set up requirements of academic paperwork required by students to conduct fieldwork, academic activities including colloquium, seminars, and graduate exam sessions and processing paperwork for graduate candidates. Set up schedules, make and distribute invitations for colloquium, seminars and exam sessions for lecturers. Perform data entry and to conclude the evaluation of each academic semester.

PARTICIPATIONS

MUN Paramadina University Jakarta – Delegate Member (October - 2014)
Family Gathering HIMHI BINUS University – Division of Documentation (March – 2015)
Pensos-Baksos HIMHI BINUS University – Division of PR (upcoming event)
BIRFEST MUN BINUS University – Division of Event (upcoming event)

PROFESSIONAL SKILLS



PERSONAL SKILLS

Microsoft Office
Data Entry
Customer Service
Blogging

Photoshop
Filing Documents
English
Social Media

Communication
Team Player
Confident
Reliable

Organization
Analytical
Creative
Initiative