

LIVIA ALVINA CHANDRA

Public Relations Fresh Graduate

0877 2738 2507

liviachandra98@gmail.com

Jakarta, Indonesia

Livia Alvina Chandra

<https://liviachandra98.wixsite.com/portfolio>



PROFILE

Well-qualified Public Relations fresh graduate successful at multitasking, problem-solving and organizing. Internship experiences with global communication agency and non-profit organization. Recognized consistently for performance excellence and contributions to success in campaigns and events.

SKILLS

Public Relations
Digital Marketing
Branding
Social Media
Copywriting



Time Management
Analytical Thinking
Creative Thinking
Leadership
Problem-solving



LANGUAGES

Bahasa *Native*

English *Advanced*

Korean *Intermediate*

Chinese *Elementary*

EXPERIENCES

SEP 2019 - FEB 2020 **INTERN - BRANDS**
Edelman Indonesia

- Successfully built and maintained positive business relationships with influencers and communities.
- Prepared for public relations plans by gathering information on media and their target audiences, event venues, influencer rate cards, competition, and industry trends.
- Managed events planning and reporting, including contract, briefing documents, schedule, venue booking, media invitation distribution & follow-up, and developed post-event reports.
- Conducted and developed media monitoring results.

FEB 2019 - AUG 2019 **ASSISTANT LIAISON OFFICER**
Indonesia Corporate Secretary Association


- Smoothly executed large-scale events such as conferences, seminar, training, and meetings with limited human resources.
- Successfully led and guided team members during events and daily correspondence.


FEB - MAR 2018 **FREELANCE JOURNALIST**
Paguyuban Sosial Marga Tionghoa Indonesia


- Pursued and developed stories covering various range of topics for magazine


LIVIA ALVINA CHANDRA


Public Relations Fresh Graduate

0877 2738 2507 

liviachandra98@gmail.com 

Jakarta, Indonesia 

Livia Alvina Chandra 

<https://liviachandra98.wixsite.com/portfolio> 

ORGANIZATIONS & VOLUNTEERS

2019 HEAD OF PUBLICATION

PREvolution 2k19 Event

- Led class' publication team to develop and distribute publication materials to target audience.

2017-2018 CONTENT RESEARCH & DEVELOPMENT

Rumah Millennials

- Developed and pursued stories engaged with millennial generation for website content.
- Enhanced user engagement on website through article comments.

2017 STAGE MANAGER

Obsession' Theatre

- Managed and distributed tasks for stage crews.
- Successfully delivered smooth flow of props and actors during rehearsals and live performance.

EDUCATION

2016-2020 BACHELOR OF ARTS: PUBLIC RELATIONS

LSPR Communication & Business Institute

- Graduated with 3.82 GPA (cum laude)
- Awarded Top 10 Students in PR Student with Excellent Achievement in Academic
- Member of Minister of Public Relations Major
- Member of LSPR TV
- Led group projects
- Volunteer experiences in campus events

CERTIFICATIONS

2020 JUNIOR PUBLIC RELATIONS

Badan Nasional Sertifikasi Profesi (BNSP)

2018 CUSTOMER SERVICE PROFESSIONAL

City & Guilds - pass with distinction

2018 ENGLISH FOR BUSINESS COMMUNICATION

City & Guilds - pass with distinction

2017 PUBLIC RELATIONS

Pearson LCCI - pass with merit
