

## **JEANNE G. DUNGGIO, M.SC.**

**Main Expertise** : Management, Entrepreneurship, Business License, Public Relations, Design Graphic & Marketing

**Nationality** : Indonesia

### **Experience:**

**(Dec 2010 - Present) as Office Manager at PT. Dunggio Drilling :**

The company actives in coal and mineral drilling. Overall, my responsibility is to manage and monitor all the operational activities, which include Human Resources, Procurement Tax, Government Relation and Drilling activities, in order to gain and attain management goal.

**(April 2007 - October 2008) As Public Relations and Account Executive at IPM Public Relations :**

IPM Public Relations is a pioneer and the oldest Public Relation Company in Indonesia. My responsibility as an Account Executive or Public Relation handled various clients in different business area, which were in IT, Automotive and Airlines. My main job was to develop PR strategy Plan and maintain mutual relationship between company, clients and stakeholders.

**(February 2006 - April 2007) as Executive & Legal Assistant to the Managing Partner at Bahar & Partners, Indonesia (Law Firm) :**

I gained my legal experience as an Executive Secretary and Legal Assistant at B&P. My responsibility was to assist the Managing Partners and several lawyers on audit activities, legal document preparation, and maintained & followed up Legal Amendment to notaries and clients.

**(May 2004-December 2005) Worked at Prosys Bangun Persada, Indonesia (Project Management Office Consultant Company) as a Project Support for several banking projects such as at Bank Rakyat Indonesia and Danamon Bank Project.**

My responsibility was to assist the Project Manager and Team in terms of administration to develop a PMO (Project Management Office) System, coordinated all TPM (Technical Project Manager) and as a bridge communication between the Company and Clients.

**(November 2002 - March 04) Worked at Bakrie Swasakti Utama as a Sales Assistant**  
As a Sales Assistant, my responsibility was to explain the apartment price details, retail specification and showing the unit apartment to the customers. Besides that, I had to control and to monitor the company sales progress as well as handled sales administration.

### **Education :**

- o Tax Course at FISIP UI in 2011 (Brevet A & Brevet B)
- o Msc. International Management and Entrepreneurship 2010, The University of Glasgow, Scotland, United Kingdom.
- o BA Degree of Communication, London School of Public Relation, Jakarta (with GPA 3.4) majoring Public Relations

- o IELTS with score of 6.5
- o Diploma 3 Degree of Secretarial, Aksek/ LPK Tarakanita, Jakarta majoring Business Administration and Secretarial

### Achievement

- o Second Rank in Senior High School of Bina Insani Bogor, Academic year 1998/1999
- o Third Rank in Senior High School of Bina Insani Bogor, Academic Year 1998/1999
- o First Rank in Senior High School 3 Gorontalo, Academic Year 1997/1998
- o Second Rank in Senior High School 3 Gorontalo, Academic Year 1996/1997

### Social Involvement

as a Founder of HTCE (Hands Together Charity Events), which is based in Cikarang. HTCE is a social organization that established in 2013, which focusing on social activities to help the hungry and poor people around area of Bekasi and Cikarang.

### English Course

- o Intensive IELTS Preparation Course from 24th November 2008 to 16th April 2009
- o EF English Course, dated on 23rd December 2008
- o LIA English Course, from 31 March 2000 to 2 July 2001
- o TBI English Business Communication, July - September 2008
- o LCCI English for Business

**Skill :** Ms. Office, Photoshop, AutoCad

### Training & Seminar

- o 18 February 2002 - 08 March 2002, Job trainee at PT ALPHARMA, Pharmaceutical Industry, Jakarta
- o 10 August 2001 - 31 August 2001, Job trainee at TOTALFINAELF E & P INDONESIA, France Oil & Gas Company, Jakarta
- o Attended and participated The Project Management Visit 2005 Unocal Geothermal Site at Salak Mountain, Saturday, 25th June 2005
- o Public Relation Seminar, September 16th 2005
- o Communication and management office, Saturday, June 1st, 15th, 22nd, 29th 2002
- o Actuarial Seminar for Secretary, June 8th 2002
- o Business Travel Educational Seminar, July 13th 2002
- o 29 November 2010, First Aid Training Level one, International SOS, Jakarta, Indonesia
- o Health & Safety Training from Directorate General of Oil and Gas (Keselamatan dan Kesehatan Kerja), 27-31 May 2013
- o Training PTK 007 Rev-2 of Tender Management Services, 7-10 October 2013, from Koperasi Petro Mandiri (KBPM) - SKK Migas
- o 15 January 2014 - 16 January 2014, Internal Auditor Course of ISO 9001:2008 & OHSAS 18001:2007, from British Standard Institution (BSI)
- o 15 Maret 2014 - 16 Maret 2014, General Public Speaking, from TYPSS
- o 2D and 3D AutoCad Training, September 2015 - Januari 2016, from President University Development Center
- o The Management of Health and Safety Training (SMK3) from Depnaker, 08 April 2016
- o P2K3 Training, 16-18 March 2016