

BRAMANTYO WIBISONO

Jakarta, May 1st 1998
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OBJECTIVE

Seeking an opportunity as full time employee to further my career and professional development.

SUMMARY OF QUALIFICATIONS

- Excellent communication skills both in English and Bahasa Indonesia.
- Basic Conversation Business Level Japanese (Oral and Writen, JLPT N3)
- Highly proficient in developing presentations, negotiation and discussion.
- Excellent skill to think critically and look for the best solution with detailed consideration both individually and in groups.
- Ability to plan and organize work with resourcefulness, initiative, enthusiasm, curiosity, detail oriented, and willing to learn new things and take a critics very well.
- Ability to multi-task and delegate. Have an effective communication skills and good sense for organization and planning.
- Strong attention to detail.
- Have a fun, cheerful, creative, active, communicative, and have positive attitudes.
- Be able conduct a good research, news, report, social media content in English, Japanese and Bahasa Indonesia.
- Advanced computer skill including knowledge and experience in all Microsoft office software, wordpress, google spreadsheet, and google analytics
- Have strong interest in creative industry, digital marketing, content planning and writing, event management, human rights, and youth empowerment.

EDUCATION

2016 – 2020 Universitas Darma Persada (Unsada)

Bachelor of Japanese Literature

Graduated : July 2020

Cumulative GPA : 3.76 Major GPA : 3.76

EXPERIENCE

Staff Service Operation – PT. Telkom Indonesia, South Jakarta / July 2022 – Present

- Responsible as first level hotline support by handling and managing the complaints from the Ministry of ATRBPN with the OCA Telkom application
- build good relationship with customers
- Handling complaints submitted by consumers

Content Analyst (Project) – PT. Shopee International Indonesia, South Jakarta, Indonesia / January 2022 – July 2022

- Doing research project to help develop apps from beta test to public launch.
- Regularly monitoring product content by QC system and making sure the video are ccurate.
- Assisted QC Video and Labelling Team in executing quality control of videos uploaded by users and accomplished up to 600 videos per day with individual KPI above 95%.
- Ensured that no videos contain violations according to apps terms and conditions.
- Tagging and labelling content creator's accounts based on the category, quality, originality, language, scale, and other terms.
- Tagging OCR (Optical Character Recognition) based on texts, audios, and images shown.
- Tagging videos' relevancy and quality based on the search query.

Japanese-Indonesia Translator (Freelance) – PT. IFLC Business International, North Jakarta / September 2021 – December 2021

- Translating Japanese anime titles, episodes title, and scripts to Bahasa Indonesia based on PUEBI and company standard.
- Time tagging subtitle lines on Japanese anime to harmonize with the dialogue conversation.
- Creating final Indonesian subtitle to launch on the company's page (total 5 titles Japanese anime).
- Making report for each project (per anime title) and listing the episodes title in Japanese juxtaposed with title in Indonesia and Engsih.

Marketing Communication Officer – PT. Kartika Bina Medikatama, South Jakarta, Indonesia / August 2020 – August 2021

- Creating any event to promote corp service in online and offline (webinar, IG live, participating baazar/exhibition, and online/offline workshop).
- Managing collaboration project with several KOL on social media to create endorsement content and live video.
- Content creating, copywriting and maintaining content schedule of corp's social media (Facebook, IG, Twitter).
- Creating ads and boost online promotion in social media (Facebook, IG, Twitter).
- Being a PIC for rebuilding corp's webpage and maintain with vendors.
- Being a photograprer and creating proper stock photos for marketing purpose.

Social Media Marketing (Freelance) – E3 Distribution Pte Ltd., Singapore / March 2020 – May 2020

- Content creating, copywriting and maintaining content schedule of client's social media (Facebook, IG).
- Creating ads and boost product selling by online promotion in social media (Facebook, IG).
- Reporting the result of the social media campaign both organic and boosted with advanced engagement data.

- Copywriter – PT. Gluta Indo Sukses**, South Jakarta, Indonesia / April 2019 – September 2019
- Creating interesting captions word by word for poster, product brochure, user manual & guidebook, and other platform.
 - Creating interactive post with interesting caption on social media.
 - Scheduling post per content on social media daily, weekly, monthly and adapting with the trends at the time.
 - Writing content on company's blog based on SEO and google trends.
 - Creating script draft and image wording for commercial video and short video on social media.
 - Responsible to make inquiries to research trends and consumer markets
 - Conduct a marketing plan and the monthly social media report

Internship – KAORI Nusantara, South Jakarta, Indonesia / May 2017 – March 2019

- A. Public Relations Executive** / March 2018 – March 2019
- Responsible in community relations to make a collaboration for selling company's product
 - Responsible in media partner agreement and inviting several news media to attend the company's event.
 - Writing press release for news media and share it to them to launch public on their platform.
 - Responsible in media and community receptionist at the company's event.
- B. Social Media Specialist** / August 2017 – September 2018
- Posting articles on the webpage to social media and writing interesting caption.
 - Posting endorsement content and paid promote based on company's writing standard.
 - Creating original content on social media (FB, IG, Twitter).
 - Responsible in managing graphic designer and social media admin.
 - Responsible in keeping the interval between posts each day and suiting it with social media prime time.
- C. News Reporter and Writer** / May 2017 – September 2018
- Attending events as media partner and collecting field information.
 - Making guest star interview proposal to the event organizer and interviewing them at D-day.
 - Writing news articles post-event and making report to the client.
 - Research trends & fresh social news in social media and writing it into news article on the webpage.
 - Translating articles at Japanese news media and writing it into Bahasa Indonesia.
 - Writing wordpress articles on the webpage based on SEO and google trends.

ACTIVITIES

- Events – Comic Frontier**, Jakarta / January 2017 – Present
- Main Stage Division Staff** / January 2017 – February 2019
- Responsible in keeping the event rundown on time.
 - Responsible to brief the performer and MC according to rundown and main stage content.
 - Responsible to give a hospitality for performer and MC.
- Head of Main Stage Division** / September 2019 – February 2020
- Creating and manage the event rundown
 - Manage volunteers of main stage division and dividing position for them.
 - Responsible in making decisions on what happens on the main stage
 - Cooperate with other divisions to ensure the event running well.
- MC of Online Mini Event** / June 2021 – Present
- Hosting the event online on discord.
 - Cooperate with other MC to entertain the viewers.
 - Talking with the guest based on the topic of the event.
- Head of Annual Community Gathering – Supercell FC Indonesia**, Jakarta / August 2018
- Creating plan from pre-event until post-event program.
 - Determining the place and date for the event.
 - Creating rundown and running it at D-Day.
 - Responsible to organizing staffs and share the jobdesk to them.
 - Responsible in keeping the event rundown on time.
 - Responsible in any permission both oral and written to ensure the event run well.

Campus Event

- Staff of Ministry Facilities and Infrastructures – BEM Faculty of Literature in Universitas Darma Persada**, Jakarta / May 2018 – May 2019
- Head Committee of Seminar Kreasi Komik (KRAMIK) / March 2019
 - Committee of Latihan Kepemimpinan & Kreatifitas / February 2019
 - Committee of Perkenalan Fakultas (PERFAK) / September 2018
 - Committee of Chishiki / May 2018

- News Reporter and Writer – Swara Unsada in Universitas Darma Persada**, Jakarta / September 2016 – September 2018
- Attending campus events as media partner and collecting field information.
 - Research any issue and writing my own ideas into featured articles.
 - Writing news articles post-event and making report to the client.
 - Writing physical bulletin with team weekly and share it to each faculty at the campus.

- Other Organizational Volunteers – Universitas Darma Persada**, Jakarta / July 2017 – September 2017
- Committee of Perkenalan Fakultas (PERFAK) 2017 by BEM Faculty of Literature.
 - Committee of Liga Sastra (LIGAS) 2017 by BEM Faculty of Literature

TRAINING

- News Reporter & Content Writer Training by KAORI Nusantara / March 2017 – May 2017
- Latihan Keterampilan Manajemen Mahasiswa (LKMM) by BEM Faculty of Literature Universitas Darma Persada / February 2017

CERTIFICATE

- Certificate of Japanese Language Proficiency Test Level N3 / August 2018