



# Intan Widya Anugrah

## CONTACTS

intanwanugrah@gmail.com

+62 813 2447 5053

Linkedin.com/in/Intanwidya

Jalan Flamboyan Gang IV No.2  
, Menteng Dalam, Tebet  
Jakarta Selatan

## EDUCATION

### Politeknik Negeri Bandung

- Business Administration
- GPA 3.55
- 1 of 522 Beswan Djarum Awardee, selected over 15.000 applicants nationwide
- Scholarship awardee as Mahasiswa Berprestasi Program studi Administrasi Bisnis Politeknik Negeri Bandung

## VOLUNTEER EXPERIENCE

### Beruang Matahari Organizing Committee Vice President

Succeed to manage event every 2 months to give new skill for 500+ orphan

### Ikatan Alumni Osis Indonesia

Succeed to manage national try out event for 500+ senior high school students for Cirebon chapter

## WORK EXPERIENCE

### Provesty | Jakarta Selatan (Sept 2018 - Present)

*Marketing and Communication Executive*

- In charge of building and analyzing social media content for Instagram, google Ads, blog and Facebook.
- Planing and implementing SEO strategic for website to get more traffic and succeed to reach more than 1K reader through Provesty blog, and reach 500+ new user in 3 months.
- Responsible for managing all administration data, such as reimbursement, and cash advance.
- Managing the correspondence between sales team for developer, and investor crowdfunding.
- Building and implementing reimbursement flow for employee, and investor
- Managing document and file for OJK application
- In charge for managing customer inquiry to identify their needs and to ensure customer satisfaction

### SRW&Co | Jakarta Selatan (Feb - July 2018)

*Workload Analyst*

- Responsible for collecting and analyzing employee workload data for Pelabuhan Indonesia II

### LINE Indonesia | Bandung (Feb 2017-April 2017)

*Marketing and Communication Executive*

- Responsible for activating LINE's service to regional SMBs on food and beauty segment through engaging 20+ regional potential SMBs and securing partnership with regional SMB.

## LEADERSHIP EXPERIENCE

### StudentsxCEOs | Bandung (Jun 2016- June 2017)

*Operation Officer*

- In charge of organizing all core event, Meet The Ceos and Company Visit
- Leading and organizing 10 Meet The Ceo and 4 Company Visit (Tokopedia, SKHA, BAHANA Sekuritas, etc)
- In charge of creating rundown national event, and succeed manage national event on time.

### Beswan Djarum Community Empowerment | Bandung Dec 2015 - August 2016

*Public Relation*

- In charge of finding a potential community and managing empowerment program.