



JEANNE DUNGGIO

Date of Birth January 4th, 1981

Nationality Indonesia

Current Position Office Manager

Experience :
(Dec 2010 - Present) As Office Manager at PT. Dunggio Drilling,
www.dunggiodrilling.com

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 public.

(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

- Tax Course at FISIP UI in 2011
- Msc. International Management and Entrepreneurship 2010, The University of Glasgow, Scotland, United Kingdom
- BA Degree of Communication, London School of Public Relation, Jakarta (with GPA 3.4) majoring Public Relations
- IELTS with score of 6.5
- Diploma 3 Degree of Secretarial, Aksek/ LPK Tarakanita, Jakarta majoring Business Administration and Secretarial

Achievement

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

Training & Seminar

- 18 February 2002 - 08 March 2002, Job trainee at PT ALPHARMA, Pharmaceutical Industry, Jakarta
- 10 August 2001 - 31 August 2001, Job trainee at TOTALFINAELF E & P INDONESIA, France Oil & Gas Company, Jakarta
- Attended and participated The Project Management Visit 2005 Unocal Geothermal Site at Salak Mountain, Saturday, 25th June 2005
- Public Relation Seminar, September 16th 2005
- Communication and management office, Saturday, June 1st, 15th, 22nd, 29th 2002
- Actuarial Seminar for Secretary, June 8th 2002
- Business Travel Educational Seminar, July 13th 2002
- Health & Safety Training from Directorate General of Oil and Gas (Keselamatan dan Kesehatan Kerja), 27-31 May 2013
- Training PTK 007 Rev-2 of Tender Management Services, 7-10 October 2013