

**Amelia Dwikencanawati**  
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**PROFILE:**

An energetic, self-motivated and hard working officer with experience in all aspects of client services. Able to use own initiative and work as part of a team. Proven persuasive ability, including led clients understanding. An effective communicator, both within an organization and to clients. Good problem solving and analytical skills. Computer literate.

**EXPERIENCE:**

- 2006 - date Client service officer.
- 2005 - date Promotional account executive
- 2003 - 2004 Personal Assistant to the Director
- 2002 - 2003 Buku Kita Publishing . Secretary to PR manager

**TRAINING:**

Presentation Skills, Negotiation Skills, Team Leadership, Training the Trainer Course, Administration in a Personnel Department.

**QUALIFICATIONS:**

S1 of Public Relation - Social Studies – University of Indonesia, 2002