



GERARDINE PRECIA DIVINA PAMUDYA



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PROFILE SUMMARY

Fresh graduate with a Bachelor's degree in Management from PPM School of Management, with a GPA of 3.81/4.00. A disciplined, fast-learning, and responsible individual who works effectively both independently and in teams. Passionate about management, event management, and organizational behavior, with proven experience in student organizations and research projects, showcasing strong adaptability and leadership in dynamic environments

EDUCATION

PPM School of Management

September 2020 - November 2024

Business Management, GPA 3.81

Relevant Coursework: Administrative Management, Marketing Communication, Event Management, Digital Marketing, Market Research, and Organizational Behavior

INTERNSHIP EXPERIENCE

Allianz

December 2024 - April 2025

Underwriting Correspondence

Prepare insurance offer letters, calculate premiums, create proposals with product details, benefits, and terms, and ensure the completeness and accuracy of documents.

Allianz

October - November 2024

Complain Management

Monitored complaint cases, coordinated with teams for further handling, ensured resolution, and prepared reports.

Asuransi Cakrawala Proteksi

September - October 2023

Marketing Admin

Responsible for assisting the marketing admin in inputting data into the GLIS system, processing orders, and handling policy shipments.

LEADERSHIP EXPERIENCES

The 9th PPM Accounting Competition

2022

Person in Charge of Event Division

- Arrange event plan and timeline The 9th PPM Accounting Competition Making a job description and monitoring all the event division
- Coordinated with CORE and a speaker for The 9th PPM Accounting Competition Arrange meeting schedule, simulation, rehearsal and final rehearsal of event division

Student Activity Unit (UKM Wijakenzie)

2021 - 2022

Chief of Wijakenzie Choir

- Coordinated with vice chairman, secretary, treasurer Wijakenzie, chairman of Student Activity Club BEM PPM School of Management
- Arrange the program event, timeline, and budgeting plan for one period Wijakenzie Choir

ORGANIZATIONAL EXPERIENCES

The 15th PPM Business Case Competition

2024

Staff of Event Division

- Ensure conversations stay on track and all participants are heard
- Keep track of time, ensuring that the discussion efficiently and all agenda items are covered.

Archdiocesan event of Jakarta (HOPEFEST)

2021

Staff of Event Division

- Making cue card, rundown event, and being host in live instagram
- Making Term of References to invite the speaker and guest star
- Compile title, topic, design presentation for the speaker

Community Development (Commerstyle)

2021

Event Division Member

- Making a cue card, rundown event, and being MC event
- Compile title, topic, and presentation design for workshop product advertisement
- Promoted the event via instagram, line and whatsapp

RESEARCH EXPERIENCES

The 5th Asia Pacific Management Research Conference

2024

As a presenter, I showcased my research paper on marketing, linking the findings to current trends in the Asia-Pacific region and relating it to broader market developments.

PPM SoM Research Conference

2022

As a presenter, I selected the topic for a qualitative research study on people trends, conducted data searches, interviewed informants, processed data, and developed the research proposal.

HONOR & AWARDS

Academic Achievement Scholarship

2021-2023

Scholarships awarded by PPM School of Management to students each semester who achieve a Semester Grade Point Average (GPA) above 3.76

Best Paper at the PPM SoM Research Conference

2022

Internal conference for undergraduate and master's students

TRAINING EXPERIENCES

English Course (Golden English)

2024

English Course (Brilliant English Course)

2019

SKILLS

- Hard Skill: Canva, Ms.Word, Ms.Powerpoint/Google Slide, Ms. Excel/Google Sheets, and Ms. Teams
- Soft Skill: Leadership, Problem Solving, Creative, and Team Work