

Catherina Matuankotta

Marketing Student

Location: London

Phone: 07359605128

Email: Chatrinetm@gmail.com

Professional Profile

As a current Marketing student at London South Bank University, I am actively looking for new experiences to further develop my talents and successfully contribute to a dynamic professional atmosphere. I am eager to explore new things and take on new challenges.

I've worked on several fashion and advertising projects and have experience in creating social media content creatively. Proficient in video editing with iMovie, Capcut, and Adobe Premiere Pro, I excel in translating ideas into captivating visuals. A collaborative team player, I contribute creatively to project planning and thrive in fostering productive working environments. Strong communication skills, coupled with proficiency in Microsoft Office tools, enable me to handle complex projects efficiently.

Core Skills

- Microsoft Office – Excel, Word, PowerPoint.
- Editing – Imovie, Capcut, Adobe Premier Pro
- Collaborative & Creative
- Visionary

Education

London South Bank University

BA (Hons) Marketing, with advertising and digital Communication 2023 - Present

Career Summary

Jakarta, Indonesia 2020 – 2022

Pevent Models

Outline

Collaborate with the marketing team, and make sure that all content resonates with the brand identity.

Key Responsibilities

- Conducting research to stay updated on industry trends and generate innovative ideas for content creation.
- Creating engaging and relevant content on social media
- Collaborated with photographers and directors to achieve their creative vision

Outline

I assist the Finance Manager by handling financial responsibilities for the firm daily activities.

Key Responsibilities

- Communicate with customers who haven't paid their dues, shortening the time it takes for them to settle overdue invoices.
- Handling payment questions via phone, and providing exceptional customer support.
- I created documents as required and submitted weekly and monthly reports to the main office promptly, supporting the company's efficient financial management.

Outline

Observing and reporting any unusual behaviour or incidents is an important part of my role. This includes keeping an eye out for anything that potentially threatening.

Key Responsibilities

- Responsible for maintaining event security by carrying out inside and outside security checks. Patrolling assigned areas to ensure the protection and health protocol of visitors.
- Warning people who violated rules and regulations

Key Responsibilities

- Manage customer orders and process transactions at the counter.
- Manage phone orders and coordinate with delivery services.
- Collaborate with kitchen staff to ensure accurate and timely order fulfilment.

Achievements

- Memorized over 80+ different menu items and helped guide customers in selecting their preferred dishes
- Maintained a high level of accuracy in cash handling and transaction processing.
- Successfully handled challenging situations with a calm and professional demeanour.

Personal Information

Interests: I have a passion for creating visually captivating content tailored for social media platforms. Leveraging my photography skills, I enjoy curating eye-catching visuals on platforms such as Instagram, Pinterest, and TikTok. Additionally, I find joy in showcasing product photography and implementing strategic marketing approaches across various social media channels..