



**EVENT & TRAVEL
MANAGEMENT**

PROJECT [↗] PORTFOLIO



INTRODUCTION



ABOUT ME

ARUMA SISTHA



Event & Travel Management Professional with 8+ years of experience in coordinating corporate events, training programs, and customized travel solutions. Currently affiliated with **JC Travel & Organizer, Beth Biri Production, MCI Management & United Communications**, supporting both individual and corporate clients. Skilled in end-to-end event planning, vendor and stakeholder coordination, budgeting, and client relationship management. Skilled in event planning, coordination, and on-site support to deliver organized and impactful events



ABOUT ME

KEY SKILLS ↗

- End-to-End Event Planning & Execution
- Corporate Travel & Group Arrangements
- Experiential Learning Program Design
- Vendor & Stakeholder Coordination
- Event & Travel Budgeting & Financial Management
- Client & Partner Relationship Management
- Project & Time Management
- Cross-Functional Team Collaboration
- Creative Problem-Solving & Adaptability



ABOUT ME

EDUCATION

2008 | AMIKOM UNIVERSITY

Focused on IT systems, data management, and organizational applications.

Built strong foundation in problem-solving, analytical thinking, and project coordination.

**BACHELOR OF
INFORMATION SYSTEMS**

2015 | MERCU BUANA UNIVERSITY

Concentration in strategic communications, media relations, and corporate branding.

Developing advanced skills in professional communication and stakeholder engagement.

**MASTER OF CORPORATE
COMMUNICATIONS**



PORTFOLIO ↗

AMBARA HIGH IMPACT TRAINING

NOVOTEL TEAM BUILDING 2023

(PROJECT MANAGER & TEAM BUILDER)



- Led the full planning and execution of a 2-day corporate outing for 40 Novotel staff.
- Designed engaging team-building activities to strengthen collaboration and morale.
- Oversaw logistics, budgeting, and vendor coordination to ensure smooth operations.
- Delivered a memorable program with positive feedback from client and participants

TRAINING FOR TRAINER FTI ATMAJAYA YOGYAKARTA

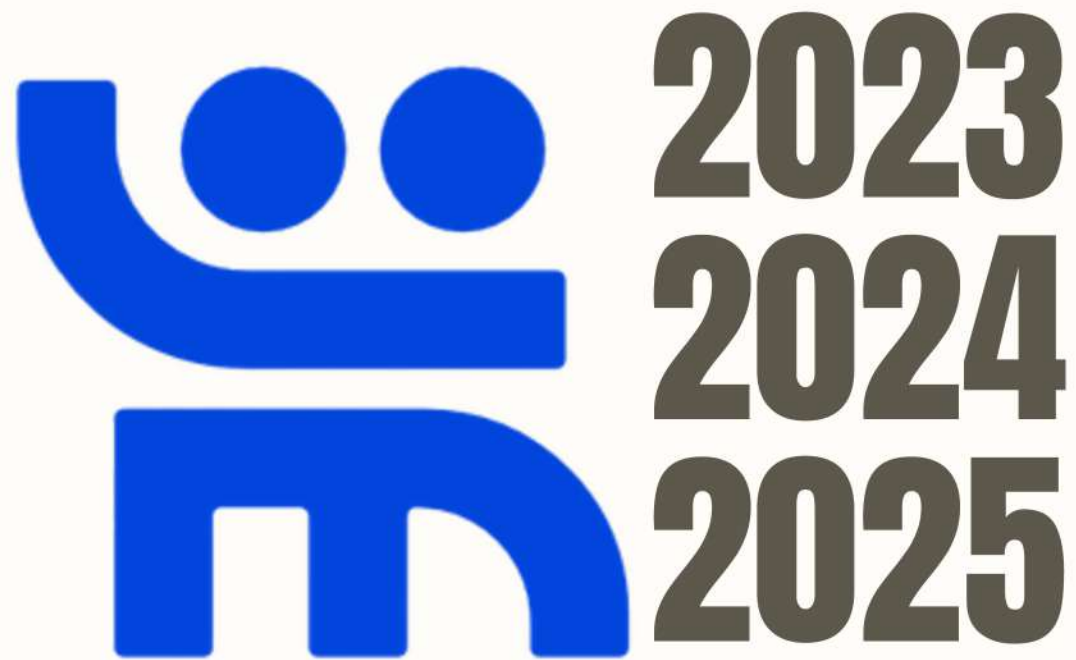
(PROGRAM DESIGN & FACILITATION)



- Designed and facilitated a customized Training for Trainers program for university prefects.
- Managed end-to-end project flow including needs analysis, program design, scheduling, and delivery.
- Conducted interactive sessions that improved participants' facilitation and communication skills.
- Balanced project management with active facilitation, ensuring both smooth execution and impactful learning.

JAKARTA RUNNING FESTIVAL

(LARGE SCALE EVENT LOGISTICS)



BETH BIRI PRODUCTION



- Supported operational logistics for large-scale international sports events with 1000+ participants.
- Coordinated runner registration, crowd flow, and on-site logistics.
- Ensured smooth execution under high-pressure conditions, contributing to positive participant experiences.

PT MIM CORPORATE GATHERING 2024

(PROJECT MANAGER & FIELD SUPERVISION)

- Managed and supervised outbound training for 80 participants.
- Oversaw planning, safety protocols, and activity design for team engagement.
- Coordinated with facilitators and vendors to deliver a well-structured, impactful program.
- Acted as field supervisor, ensuring smooth operations and participant safety throughout.

EX ADVENTURE



INLIGHT 10TH ANNIVERSARY 2024

GRACE ORGANIZER

(EVENT OPERATIONS & TOUR LEADER)

- Coordinated logistics and participant needs for a milestone corporate anniversary event.
- Guided participants through the tour experience, providing leadership and on-site support.
- Collaborated with the core team to ensure seamless execution of activities.
- Contributed to the overall success of the celebration with strong on-ground leadership.



AERIAL DRONE TRAINING FOR SLEMAN DISTRICT PROGRAM 2024 -2025

JC TRAVEL & ORGANIZER

(EVENT OPERATIONS)

- Coordinated smooth execution of training events in large venues (stadium & amusement park/tourism spot).
- Acted as liaison between trainers, stakeholders, and venue management for compliance and logistics.
- Supervised participant flow, safety protocols, and event schedule.
- Managed venue preparation, permits, and operational needs.



ACHIEVEMENT HIGHLIGHTS



- Delivered 20+ events and group travel programs, from corporate workshops (30–80 participants) to large-scale events (1000+ participants).
- Coordinated with the local governments, international vendors and clients, ensuring seamless multi-day experiences.
- Recognized for problem-solving under pressure, including last-minute changes and compliance adjustments.



LET'S WORK TOGETHER

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THANK YOU ↗

