

INDRA NUGROHO

Media and Communication Officer

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PROFESSIONAL OVERVIEW

Public Relations and Event Communications professional with 4+ years of experience supporting events and stakeholder engagement. Equip with ability to plan and execute communication activities including official communications, participant coordination, on site and online event management, and digital publication management. Also equip with copywriting skills to best ensure handling reports, documentation, press release, and multi platform content creations.

PROFESSIONAL EXPERIENCE

Media and Publication Officer

Ikatan Perempuan Positif Indonesia (IPPI) | Jakarta | 2021 - 2025

- Planned and executed public communication support for national conferences, workshops, and stakeholder meetings involving government officials, NGOs, and partner organisations.
- Coordinated official communications, participant information flows, and event documentation for programmes.
- Managed media content including press materials, digital publications, and event related communication documentation.
- Acted as liaison between organising teams, speakers, partners, and stakeholders to ensure smooth event execution.
- Maintained organisational website and digital publication platforms to support brand visibility and programme messaging.

External Public Relations and Communication Specialist

Panggung Minoritas | Bandung | 2018 - Present

Volunteer

- Coordinate outreach, partnership engagement, and cross-team documentation for campaign implementation.
- Supported branding and public messaging through audio-based storytelling and digital distribution platforms. (Podcast)
- Contributed to audience growth and community engagement by aligning podcast content with organisational campaigns and events.

EDUCATION

Bachelor's Degree of Communication Science

Universitas Atma Jaya Yogyakarta
2016

CORE COMPETENCIES

- Event Communication & PR Operations
- Media Relations & Press Coordination
- VIP & Protocol Management
- Event Planning & On-Site Coordination
- Official Communications & Documentation
- Multi-Stakeholder Coordination
- Copywriting Content Developments
- Digital Platform & Publication Management

LANGUAGES

- Bahasa Indonesia — Native
- English — Professional Working Proficiency

SELECTED EVENT AND PR EXPERIENCE

Covid-19 Health Communications Programme - Crisis Communication Program.

Coordinator & Host — IPPI & AdFamilia | 2022

- Coordinated a 3 month nationwide online program across 22 cities,
- Managed participant and speaker communication, event scheduling, issue resolution, and live session facilitation
- Support event visibility and engagement through consistent messaging and structured programme flow

Lingkar Puan HIV Publication - Health Advocacy Publication Project (2024–2025)

Communication Liaison — IPPI | 2024-2025

- Coordinated communication for publication development and related launch activities.
- Liaised with contributors, stakeholders, and partners to ensure consistent public messaging and timely delivery.

16 Days of Activism Against Gender Based Violence Campaign

Content Creator | IPPI | 2021-2023

- Developed campaign messaging and communication materials.
- Supported digital engagement and visibility around events and activities.

TRAINING & CAPACITY BUILDING EXPERIENCE

- Supported development of training materials for public health programmes.
- Managed participant communication, documentation, and event operations for workshops and multicity training.
- Facilitated coordination with government representative, experts, and organisational partners.

TRAINING AND CERTIFICATIONS

Professional Development Workshops

- **Content Creation Workshop** | Multimedia Nusantara University | 2024

Industry Conference Participation

- ICIFPRH (International Conference on Indonesia Family Planning and Reproductive Health) | 2022

DIGITAL & TECHNICAL SKILLS

- Google Workspace, Canva, Trello, Zoom
- Digital publication & content management platforms
- Podcast development and production (concepting, coordination, hosting)
- Digital repositories
- Basic AI tools
- Social media & platform content scheduling

ADDITIONAL INFORMATION

- Actively seeking to expand expertise in corporate event PR and brand communications within the private sector.