RESUME



PERSONAL DATA

Name	: Sugih Hartono
Place & Date of Birth	: Purwakarta, 24 June 1977
Height / Weight	: 173 cm / 60 Kg
Nationality	: Indonesian
Status	: Single
Address	: Ds. Cibungur RT 03/01, Kec. Bungur Sari, Purwakarta, West Java, 41181, Indonesia
Current Address	: Jl. Negla Utara No.14, RT. 05/04 Bandung 40154, West Java, Indonesia
Phone Number	: +62 (0) 812 2003 191
Email	: sugih.hartono@gmail.com

PARENTS

Father's Name	: Suwarlan (Dec)
Occupacion	: -
Mother's Name	: Amanah
Occupation	: Housewife
Address	: Ds. Cibungur RT 03/01, Kec. Bungur Sari, Purwakarta, West Java, 41181, Indonesia
Phone	: + (62) 264 351737

EDUCATION

1992 - 1995	**Secondary School**, SMA Negeri 1 Purwakarta
1989 - 1992	Junior High School, SMP Negeri 2 Purwakarta
1983 – 1989	Elementary School, SD Negeri Cibungur 1 Purwakarta

WORK EXPERIENCE

1996 – Present **Freelance Tourist Guide**

- *Offering guided visits to Bandung, Yogyakarta, Dieng Plateu, Bali, Lombok*

2006 **Secretary**, Dua6tujuh Event Organizer
- *Making Proposal*
- *Budgeting*
- *Meetings*
- *Planning Event*

2006 **Surveyor** of Department of Culture and Tourism Republic of Indonesia (Ministry of Tourism) in Passenger Exit Survey May 2006
- *Interviewing non-domestic tourists who are leaving Indonesia*

2005 **Administrative/ Researchers Assistant,**
Centre of Tourism Planning and Development –Bandung
- *Research on tourism*
- *Making Tourism Policy*
- *Making articles for Tourism Magazine*
- *Working on seminar, education and training, about tourism*

2003 – 2004 **Manager,** Bilbo Steakhouse and Asian Specialties Restaurant, Bandung
- *Recruiting employees*
- *Training staff in serving customers*
- *Operational management*
- *Purchasing Food & Beverage*
- *Customer relations*
- *Paying salaries*
- *Contacts with sponsoring companies*

2000 – 2001 **System / Administration Staff,** PT.ATnet - Internet Service Provider, Bandung
- *Assisting the GM in meetings & seminars*
- *Dealing with the Clients*
- *Dealing with Customers*
- *Paying salaries*
- *Accounting*

1996 – 2000 **Housekeeper**, Eldorado Executive Club, Bandung

1996 – 1997 **Private English Teacher** for Clients

LANGUAGE SKILLS

- Indonesian - written, spoken, understanding - fluent (mother tongue)
- English (Active) - spoken - fluent, written - good, understanding - fluent
- Dutch (Passive)

RESEARCH & PROJECTS

2006 Passenger Exit Survey, Department of Culture and Tourism Republic of Indonesia (Ministry of Tourism), May 2006

2005 "The Master Plan of Tourism Development of Bangka Belitung Province", Sumatra Island, 2005

SEMINAR, COURSE, AND TRAINING

2006	Measuring Marketing Programs Effectiveness, Seminar
2006	Training of Trainer: Technique of Games Playing and Performing, and Budgeting
2003	Dutch Course in Bandung
2002	Intensive Dutch Course in Belgium
2002	Student Leadership Training

INTERESTS

Tennis, Badminton, Music, Reading, Traveling, Computer

Sugih Hartono