



CHATARINA MEITI YOVITA

SUMMARY

A highly versatile professional with strong expertise in office management, digital marketing, team leadership, and real estate consultancy. Adept at public speaking, strategic thinking, and remote work coordination. A passionate book author and mindfulness trainer committed to empowering individuals through healing, awareness, and personal growth.

CONTACT



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D.I Yogyakarta

EDUCATION

Diploma in Management and Secretarial Studies
Marsudirini (ASMI) Santa Maria Academy, Yogyakarta
Graduated: 1998

SKILLS & COMPETENCIES

- Office Management
Professional
- Team Leadership
- Problem-Solving, and
Strategic Thinking
- Public Speaking
- Digital Marketing & Social
Media Ads
- Real Estate Sales & Property
Consultation

WORK EXPERIENCE

Property Consultant

Grand Amarth Residence – Bantul,
Yogyakarta

2023 – Present

- Promoted and sold smart homes to clients aged 30–60 using value-driven marketing strategies.
- Designed and implemented 7-day promotional campaigns with a focus on smart living benefits.
- Coordinated small team events and open houses to increase sales leads and customer engagement.

Marketing Event Officer

Indonesia Creative Modest Week
(ICMW)

2024

- Recruited tenants for one of Indonesia’s major creative exhibitions.
- Conducted business presentations and built B2B relationships with brands.
- Oversaw tenant logistics and supported on-site event execution.

Digital Marketer

2021 – Present

- Developed and managed social media ads, email marketing, and online content strategies.
- Provided virtual administrative assistance including scheduling, documentation, and customer communication.
- Ensured accurate data entry using Google Sheets and Excel.

Author & Awareness Trainer

2020 – Present

- Wrote and published books on consciousness, emotional healing, and spiritual empowerment.
- Led workshops and classes on mindful living, including practices such as witnessing, catharsis, and abundance.
- Empowered single mothers and women through healing-based community support.

Office Manager & Team Leader

Various Corporate & Freelance Roles

2015 – 2021

- Managed daily operations, document filing, and inter-departmental coordination.
- Led small teams to meet deadlines and increase operational efficiency.
- Designed and implemented standard operating procedures (SOPs) for better workflow.