KRISNA PUTRI FEBRIANTI



Executive Assistant | Marketing & Operations Coordinator

Kerobokan, Bali | +62 856-0036-2232 | CPFebrianti@gmail.com

PROFESSIONAL PROFILE

Highly motivated hospitality and administrative professional with extensive experience in executive assistance, reservation management, customer service, and digital marketing. Skilled in WordPress, Elementor, booking platforms (Airbnb, VRBO, Expedia, HostAway), and remote collaboration. Strong multitasking, project coordination, and communication abilities with a proven track record supporting Australian property management operations.

CORE COMPETENCIES

- Executive & Administrative Support
- Property & Reservation Management
- WordPress & Elementor Website Design
- Digital Marketing & Ad Coordination
- Social Media Scheduling & Content
- Customer Service & Guest Relations
- Project Coordination & Team Communication
- Booking Platform Management
- Calendar & Schedule Management
- Problem Solving & Multitasking
- Wix & Website Content Management
- Operational Reporting & Documentation
- Remote Team Collaboration
- English Communication

TECHNICAL SKILLS

WordPress • Elementor • Wix • Airbnb • VRBO • Booking.com • HostAway • Google Workspace • Microsoft Office • Meta Ads Manager • Canva

LANGUAGES

English (Professional) • Indonesian (Native)

EDUCATION

Diploma in Hospitality and Guest Relations
Victoria Hotel School | Graduated 2021
Best Graduate • Best Student 2021

CAREER EXPERIENCE

Executive Assistant / Marketing & Operations Coordinator

Alpine Property Management | Australia/Remote | Nov 2025 – Present

Provide executive support through calendar, email, and administrative management, coordinate property listings across major booking platforms, maintain company websites, and oversee digital marketing, social media, and project coordination.

Virtual Assistant at Febzie.com

Private | Remote | Aug 2024 – Present

Managed bookings, guest communications, and administrative tasks for multiple clients. Coordinated property listings and maintained booking platform accuracy.

Reservation Agent

Bali Midori Travel | Bali | Apr 2023 – Jul 2024

Handled reservations, guest inquiries, and booking confirmations. Coordinated with hotels and transport providers to ensure seamless guest experiences.

Personal Assistant to Steve Lillywhite

Private | Bali | Nov 2022 – Mar 2023

Managed executive scheduling, travel arrangements, and personal correspondence. Coordinated meetings and maintained confidential documentation.

Reservation Agent

Samhita Bali Management | Bali | Jul 2022 – Nov 2022

Processed reservations and managed guest communications across multiple properties. Maintained booking accuracy and coordinated with housekeeping teams.

English Teacher

Grace Hotel School | Klaten | Jul 2021 – May 2022

Taught English communication skills to hospitality students. Developed curriculum materials focused on professional guest interaction.

Front Desk Agent

The Kharma Villas | Yogyakarta | Dec 2020 – Jun 2021

Managed check-in/check-out, guest services, and front office operations. Handled billing, room assignments, and guest complaint resolution.

Reservation Agent

The Trans Resort Bali | Bali | Nov 2019 – Mar 2020

Processed reservations for luxury resort, managed group bookings and VIP arrangements. Coordinated with sales and F&B teams for special events.