



HINO SAMUEL JOSE

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DKI Jakarta

Passionate in government affairs and public policy, foreign policy, politics, corporate communication, human capital affairs, academic research, project and event management.

Education Level

Universitas Pembangunan Nasional Veteran Jakarta - South Jakarta, Indonesia

Aug 2018 - Jul 2022

Bachelor Degree in International Relations, 3.76/4.00

- Listed as the 2021 High Achieving Student, recognized by the Rector and Dean.
- Published 12 journal articles, 8 op-eds, and acted as Research Assistant for 4 lecturers. and managing 7+ external events for 2 years in 3 organizations.
- Participated in more than 60 conferences (MUN, ASEAN, youth programs, and presented papers in 4 research conferences).

Work Experiences

Edelman - Jakarta, Indonesia

Jun 2022 - Aug 2022

Corporate Communication and Reputation Intern

- Drafting daily media monitoring and social media listening summaries for clients.
- Assist client's corporate event management through media relations, preparing communication materials, and participants management.
- Assist the account executives and manager on daily basis on proposals, creating decks, administrative works, meetings, and media relations.
- Draft and translate documents, including internal client materials, press releases, conference report, minutes of meetings, and other documents as directed.

Indonesian Chamber of Commerce (KADIN) Business Service Desk - Jakarta, Indonesia

Mar 2022

Business Research and Service Assistant

- A 1 month stint as an Intern at the KADIN Indonesia Business Service Desk.
- Updated 15+ Country Profiles for website publication and market research.
- Assisted 2 Virtual Business Dialogue Projects (Indonesia - Romania VBD and German Infrastructure Initiative Info Session) - Performed ad hoc duties as directed and supported the Strategic Partnership and Research Manager by collecting data, creating presentation, and writing an industrial outlook article.
- Supported work on outreach to companies and SMEs and participant management on events.

Ministry of Foreign Affairs of the Republic of Indonesia - Jakarta, Indonesia

Oct 2021 - Mar 2022

Intern at the Directorate General of Multilateral Cooperation

Directorate of Socio-Cultural Affairs and International Organization of Developing Countries

- Assisted day-to-day works on health cooperation (WHO and COVAX), vaccine diplomacy, socio-cultural issues; supported works on bilateral health issues.
- Assisted the event organizing and substantive works on 7 main projects and attended the in-person conference while handling pre and post event affairs (reports, participant management, database, etc).
- Attended internal, inter-ministerial, multilateral virtual conferences, and external meetings with public and private stakeholders
- Drafted meeting reports, snapshots, diplomatic letters, memos, and official letters as directed.
- Created Director's presentation slides, talking points, and designing the presentation and managing events' forms and database.

Ministry of Foreign Affairs of the Republic of Indonesia - Jakarta, Indonesia

Mar 2021 - Oct 2021

Policy Analyst Intern at the Foreign Policy Strategy Agency

Center for Policy Strategy of Asia-Pacific and African Region

- Assisted the day-to-day work of the East Asia, Pacific, and ASEAN cooperation sections by attending internal, inter-ministerial, and external meetings with academic, governmental, and corporation stakeholders.
- Assisted from the early to end stage of 7 economic diplomacy research projects, I organized 20+ FGDs related to the projects.
- Drafted 4 policy research for the usage of other Directorates related to Indo-Pacific geopolitical and cooperation issues.
- Maintaining relation with academic stakeholders, researching political and trade issues as directed, and published 2 journals as the end output.

Ministry of Trade of the Republic of Indonesia - Jakarta, Indonesia

Feb 2021 - May 2021

Trade Analyst Intern

Directorate General of Foreign Trade (Feb - Mar 2021) & Trade Analysis and Development Agency (Apr - May 2021)

- Assisted the research work on ASEAN-Hong Kong FTA, ASEAN-Korea FTA, ASEAN-EAEU FTA, AJCEP, RCEP, and G20 value chain analysis.
- Attended internal meetings and participating on virtual ASEAN trade negotiation meeting with the officials.
- Drafted research papers, meeting summary, and engaged with international events (APEC workshop and ASEAN meetings).
- Managing and analyzing 1200+ entries on 2020 Forest Export Realization Database from hundreds of timber companies and MSMEs.
- Attended internal meetings and inter-ministerial meetings related to EU and France bilateral cooperation.
- Assisted on 5 internal projects related to trade policy; I drafted trade policy analysis.

Lindungi Hutan - Indonesia

Dec 2020 - Mar 2021

Content Writer and Editorial Intern

- Managing publication materials database with more than 450 materials. Screened, edited, and proofread 70+ contents.
- Researched, wrote, and published 4 op-ed articles on the website.
- Organized substance-related works related to SEO Writing and Editorial skills.

Mhysa Learning - Indonesia

Dec 2020 - Mar 2021

Human Capital Intern

- Talent Acquisition: Managing and executing the open recruitments for more than 1.000+ candidates, sourcing and acquiring talents, coordinating with user's department.
- People and Events: Executing 12+ project (employer branding, capacity building, and recreational events) and event execution to preserve organizational culture, internal issues, and solving employee's concerns with communicative and personal-professional approach.
- Conducted onboarding, off-boarding, and internal mentoring sessions and assist in managing staff's KPI.

Embassy of the Republic of Indonesia in Singapore - Singapore

Jan 2020 - Feb 2020

Political Affairs Intern

Intern from January 2020 - 3rd February 2020

- Tasked to screen Singaporean political, social, and economy news, formulating reports, archiving diplomatic documents and the official records.
- Attended external political think-tank forum and drafted reports from the events to be reported for the minister counsellor's consideration on daily diplomatic reports.
- Researching diplomatic relations between Indonesia and Singapore to be reported as the "Berita Faks" and I was also assigned to draft bilateral political-economic research. Attended the embassy events and assisted on technical matters.
- Tasked as the Liaison Officer for Indonesia's Contingent at Chingay Singapore 2020 Parade

Organisational Experience

Himpunan Mahasiswa Hubungan Internasional UPNVJ - Jakarta, Indonesia

Dec 2019 - Dec 2020

Head of Research and Development

- Coordinated a team of 4 and appointed as the Secretary General (Project Manager) of VETAMUN 2020.
- Led divisions on 4 major events, organized 6 webinars, and coordinated 20+ publication materials on social media.
- Impacted more than 2.000+ youths from the events and established relation with the Ministry of Foreign Affairs.

Foreign Policy Community of Indonesia Chapter UPNVJ - Jakarta, Indonesia

Dec 2019 - Dec 2020

Deputy HR & Coordinator

- Coordinating the research and writing process of "Selayang Pandang" from the European Union division.
- Assisting internal and external events such as webinars, FGD, and bonding events.

English of Silence UPNVJ - Jakarta, Indonesia

Dec 2019 - Dec 2020

Deputy Head of Debate and MUN

- Managing the research, materials, and other in-kind supports needed for debate and MUN competition official delegation from EOS UPNVJ.
- Giving internal trainings, conducting exercises, and bonding with the club members.
- Assisting on TEDxUPNVJ 2019, 3 events, and Open Recruitments.

LayakBahagia - Indonesia

Sep 2020 - Oct 2020

Leader of Events and Programme

- Organized 4 webinar projects and impacted more than 500+ participants.
- Implemented a new coordination mechanism for event management.

Skills, Achievements & Other Experience

- **Hard Skills:** Research and Writing (Policy and Academic), Event and Project Management, Microsoft Office, Canva Design, Basic Video Editing, Strategic Planning, SEO Writing, Public Speaking, English, Negotiation, Partnership, Communication, English as Second Language, Diplomacy.
- **Soft Skills:** Problem Solving, Leadership, Result-Oriented, Time Management, Team and Individual Work, Adaptation, Confidence.